

CAIAKII  
-75571

Government  
Publications  
C2



# SUBJECT CLASSIFICATION GUIDE

Records Management Series



Public Archives  
Canada

Archives publiques  
Canada

*[General publications]*  
[G-47]



Digitized by the Internet Archive  
in 2022 with funding from  
University of Toronto

<https://archive.org/details/31761115507295>

# SUBJECT CLASSIFICATION GUIDE

Records Management Series



Public Archives  
Canada

Archives publiques  
Canada

© Crown Copyrights reserved

Available by mail from Information Canada, Ottawa, K1A 0S9  
and at the following Information Canada bookshops:

HALIFAX  
1683 Barrington Street

MONTREAL  
640 St. Catherine Street West

OTTAWA  
171 Slater Street

TORONTO  
221 Yonge Street

WINNIPEG  
393 Portage Avenue

VANCOUVER  
800 Granville Street

or through your bookseller

Price: Canada \$4.50

Other Countries: \$5.40

Catalogue No. BT52-2/I-1975

Price subject to change without notice

Information Canada  
Ottawa, 1975



## RECORD OF AMENDMENTS

This handbook has been prepared by the Records Management Branch of the Public Archives of Canada.

Other publications in the Records Management Series:

*Mail Management in Government Departments*  
*Records Organization and Operations*  
*Records Scheduling and Disposal*

## TABLE OF CONTENTS

	Page
<b>I. PREFACE .....</b>	vii
A. Introduction .....	vii
B. Purpose of a File Classification Manual .....	vii
C. Definitions .....	vii
1. Subject File .....	vii
2. Subject File Classification System .....	vii
3. Administrative (Housekeeping) Records .....	vii
4. Operational Records .....	vii
D. General Principles of Subject Classification .....	viii
1. Basic Principle .....	viii
2. General to Specific Files .....	viii
3. Speculative Files .....	viii
4. Mnemonic Aids .....	viii
5. Flexibility .....	viii
E. Indices .....	ix
F. Design of a File Classification Plan .....	ix
1. General .....	ix
2. Primary Numbers and Primary Subjects .....	x
G. Block Numeric and Duplex Numeric Filing Systems .....	x
1. Block Numeric System .....	x
2. Duplex Numeric System .....	x
H. Detailed Basic Organization of the Subject Classification Guide .....	xi
1. General .....	xi
2. Primary Numbers and Primary Subjects .....	xi
3. Numerical Arrangement .....	xi
4. General Arrangement of Subjects — Alphabetical .....	xii
5. Definitions of Primary Subjects .....	xii
6. File Listing .....	xii
I. Organization of Complete File Numbers .....	xii
1. Primary Numbers .....	xii
2. Secondary Numbers .....	xii
(a) Policy and General File Numbers .....	xii
(b) Other Secondary Sub-Subject Numbers .....	xii
3. Tertiary Numbers .....	xiii
4. Codes .....	xiii
<b>II. SUBJECT CLASSIFICATION GUIDE .....</b>	1-215
Part 1 — Administrative (Housekeeping) Records .....	1
Section 1 — Administration .....	3
Section 2 — Buildings and Properties .....	25
Section 3 — Equipment and Supplies .....	37
Section 4 — Finance .....	49
Section 5 — Personnel .....	61

	Page
<b>Part 2 — Operational Records .....</b>	<b>81</b>
Section 1 — Tourism — General .....	83
Section 2 — Accommodation .....	91
Section 3 — Parks .....	97
Section 4 — Private Enterprise .....	105
Section 5 — Professional Sports .....	111
Section 6 — Recreation and Amateur Sports .....	117
Section 7 — Travel .....	123
Section 8 — Youth .....	131
<b>Part 3 — Suggestions for Organizing Codes .....</b>	<b>137</b>
<b>Part 4 — Alphabetical Index .....</b>	<b>145</b>
Of all primary subjects and sub-subjects included in Part 1, Administrative (Housekeeping) Records.	

## I. PREFACE

### A. Introduction

The *Subject Classification Guide* has been prepared to provide guidance in developing a subject file classification system both for general administrative (housekeeping) records common to most government departments and agencies and for operational subject records unique to a particular department or agency.

The work as a whole does not give the records manager or systems analyst detailed guidance on how to solve special information retrieval problems with mechanical or automated devices. It is intended to provide guidance that will help the records manager to reach the right decision in developing a subject file classification structure best suited to the needs of his department or agency.

Part 1 of this *Guide*, with minor adjustments or modifications, may be used by any department or agency when implementing a new system or when planning a major revision of its existing file classification system for administrative (housekeeping) records.

Part 2 provides a plan for the operational records of a fictitious Department of Tourism.

Part 3 covers the difficult subject of codes, and suggests how to organize and use them.

Part 4 is an alphabetical index to all of the primary subjects and sub-subjects included in Part 1 *only*.

### B. Purpose of a File Classification Manual

A subject file classification manual provides a system for the subject classification of all official records of a department or agency, for the filing of the records for information retrieval and reference purposes, and for the final disposition of the records in an orderly and systematic manner.

### C. Definitions

#### 1. Subject File

A collection of papers on a specific subject or sub-subject placed within a single file jacket.

#### 2. Subject File Classification System

The logical arrangement of individual subject files within a filing system constitutes a subject file classification system.

#### 3. Administrative (Housekeeping) Records

Records pertaining to administrative activities such as everyday personnel, financial, purchasing and property control actions (i.e. internal economy matters).

#### 4. Operational Records

Records created by a department or agency while carrying out its basic function. In some instances, departments will have as an operational responsibility subjects already included in Part 1, Administrative records. Examples include the Public Service Commission or the Treasury Board in the matter of personnel. Both organizations have operational responsibilities for personnel and, as well, administrative responsibilities for their own staff.

#### D. General Principles of Subject Classification

## 1. Basic Principle

The basic principle of classification is that it is the SUBJECT of the correspondence which governs the correct selection of the applicable primary number and subject. Files dealing with companies, countries, etc. should be used for material of a general nature only. Wherever possible a subject file should be used.

## 2. General to Specific Files

Files should be created on the principle—"ALWAYS PROGRESS FROM THE GENERAL TO THE SPECIFIC". In other words, a specific file (i.e. a secondary or tertiary) must not be created before the general file for any one primary subject. As the topic develops, specific related files are created, as needed.

### 3. Speculative Files

Speculative files (i.e. for which there *may* be a need in the future) should never be created. The need for a file will be governed by the existence of papers for which the file is required.

#### 4. Mnemonic Aids

Wherever possible, use meaningful numbers such as numbers for years, vehicle numbers, etc. rather than abstract numbers. For instance, the number 74 in the following example employs a memory (mnemonic) aid. Such a device helps the classifier/user to remember the file number.

904 BUDGETS—GENERAL

-0  
-1 General  
-74 Year 1974-75

## 5. Flexibility

The *Subject Classification Guide* is flexible to permit the addition of new primary numbers and subjects or the deletion or contraction of primary numbers and subjects. A small department or agency might not allocate the same number of subjects as a large organization. If the quantity of records is comparatively small, the subject categories will be broad and few. As the quantity of records increases, the need for more subject categories also increases. Therefore the following should be applied:

- a) a group of subjects in any one of the sections of Parts 1 and 2 may not be required and is therefore not used;
- b) a series such as "904 to 925" concerning Budgets and Estimates may be contracted to the use of one, two or three primary numbers and subjects;
- c) a sub-subject file that is appropriate for a small department or agency may require a primary number and subject in a large department or agency; .
- d) separate primaries may be required for a specific act, association, committee, etc. in which a department or agency, large or small, is actively concerned;
- e) separate primaries may be required for unique papers that cannot be sub-divided to any other subject, regardless of the volume involved.

## **E. Indices**

Indices are essential as finding aids in a subject classification system. In addition to the alphabetical index included in any subject classification manual, the following indices should be created and maintained in a Records Office:

1. an alphabetical cross-reference index of all primary subjects and sub-subjects as well as cross-reference entries to related subjects on file. This index should be maintained on 4" x 6" cards;
2. a numeric index which is an up-to-date listing by file numbers of all files in existence. The numeric listing should be maintained on cards, either 5" x 8" or 4" x 6", or on a visible index.

## **F. Design of a File Classification Plan**

### **1. General**

The records manager or systems analyst, in developing a subject file classification plan for operational records will find it helpful to conduct:

- a) a study of the acts, statutory orders and regulations under which the department or agency concerned operates, securing thereby both information on some of the subjects, and help in determining the scope and type of files required;
- b) a review of existing files and their subject content to determine:
  - (i) what records are filed relating to each subject,
  - (ii) if the files are too general,
  - (iii) if there is a need to establish additional policy files,
  - (iv) if the files are correctly identified by subject title,
  - (v) if the files are properly grouped within the correct primary subjects and numbers, and
  - (vi) which records are active and which are dormant;
- c) a study of organization charts, functional statements, procedures manuals, annual reports, etc. to secure information on departmental or agency functions and organization patterns;
- d) an examination of existing numerical indices and any other file lists to obtain information on the number of files held and in use;
- e) an inventory of all records held by user offices to determine if the user offices are using official files or are maintaining their own records. Records maintained in user offices should be provided for in the subject file classification plan;
- f) discussions with users relating to their functions and responsibilities to determine:
  - (i) the purpose for which the records are used, how they are used, and how often they are used,
  - (ii) suggestions for improvement;

g) an examination of mail received and dispatched to discover the quantity of material received and the type or form of the records.

## 2 Primary Numbers and Primary Subjects

Once the needed inventory information is gathered and analyzed, broad potential subject outlines (program activities) should be determined. Primary numbers and titles should be allotted. A definition of subject coverage for each primary number should be included. Provision then can be made for sub-subject files.

## G. Block Numeric and Duplex Numeric Filing Systems

In the Federal Government there are two subject filing systems in general use:

### Block Numeric and Duplex Numeric

The Block Numeric system is the more popular one, and this *Guide* is based upon it. The features of both follow below.

#### 1. Block Numeric System

Blocks of primary numbers are allotted for each main subject group heading as required, for example, Administration, Finance, Personnel, etc. Primary subjects and primary numbers are allotted within each of these main subject group headings. These subjects, regardless of their number, are arranged in a logical sequence, usually alphabetical. The primary subjects, in turn, are broken down into secondary subjects and numbers which represent specific files. Finally, these secondary subjects and numbers *may* be sub-divided again into tertiary subjects and numbers representing specific files.

A complete file number under the Block Numeric system usually consists of a primary and secondary number only. A tertiary *may* be added for expansion purposes.

The Block Numeric system is the system most suitable for expansion purposes. However, it does not provide for groupings of primary subjects of a similar nature within the main group headings. For example, "Mail and Postal Services" would be listed alphabetically under "M" and allotted a mid-range primary number, while "Records Management" would be listed under "R" and given a much higher primary number allotment.

#### 2 Duplex Numeric System

Blocks of primary numbers are allotted for each main subject group heading as required, for example, Administration, Finance, Personnel, etc. Each of these main subject group headings is further divided into sub-group headings representing broad areas of concern. In turn, each of these sub-groups is organized into secondary headings and numbers. Finally, each of the secondary headings is organized into specific files. For example, under the Duplex Numeric system, the main subject group heading of "Personnel", the sub-group heading of "Pay Administration", the secondary heading of "Basic Pay", and the specific file subject "Labourers" would appear as follows:

Main Subject Group	Personnel
Primary	Pay Administration
Secondary	Basic Pay
Tertiary	Labourers

The complete file number consists of a primary, secondary and tertiary. Secondary and tertiary numbers are usually restricted to twelve or fifteen each, suggesting a maximum of 225 subject files per sub-group. After the limit of fifteen numbers has been reached, the over-burdened groups must be re-organized.

Although the Duplex Numeric system provides a better grouping of like subjects than the Block Numeric system does, expansion in the Duplex Numeric system is difficult and time-consuming.

## H. Detailed Basic Organization of the Subject Classification Guide

### 1. General

This manual has been organized into the following parts:

#### Part 1 — Administrative Records

Includes primary numbers and primary subjects with definitions for each primary subject and a listing of sub-subjects.

#### Part 2 — Operational Records

Includes primary numbers and primary subjects with definitions of some primary subjects and a listing of sub-subjects.

#### Part 3 — Codes

Includes suggestions for organizing codes.

#### Part 4 — Alphabetical Index

Includes an index of administrative primary subjects and sub-subjects in Part 1. Operational subjects in Part 2 have not been included in this *Guide* although normally they would be entered in the index.

### 2. Primary Numbers and Primary Subjects

A primary number index has been allotted to each section of Parts 1 and 2. The numbers and subjects listed in the primary number index are termed "PRIMARY NUMBERS" and "PRIMARY SUBJECTS" respectively. Numeric gaps have been left between the primary numbers to permit expansion capabilities for new subjects.

### 3. Numerical Arrangement

The primary subject numbers listed in Part 1 have been organized in a "BLOCK NUMERIC" arrangement of numbers beginning at 100 and ranging up to 1399. These primary numbers have been divided into the five following broad classification sections:

<u>Section</u>	<u>Group Title</u>	<u>Block Numbers</u>
1	Administration	100 — 499
2	Buildings and Properties	500 — 699
3	Equipment and Supplies	700 — 849
4	Finance	850 — 999
5	Personnel	1000 — 1399

The primary subject numbers for Part 2 begin at 2000 and range to 2799. These primary numbers have been divided into eight broad classification sections as follows:

<u>Section</u>	<u>Group Title</u>	<u>Block Numbers</u>
1	Tourism — General	2000 — 2099
2	Accommodation	2100 — 2199
3	Parks	2200 — 2299
4	Private Enterprise	2300 — 2399
5	Professional Sports	2400 — 2499
6	Recreation and Amateur Sports	2500 — 2599
7	Travel	2600 — 2699
8	Youth	2700 — 2799

4 General Arrangement of Subjects — Alphabetical

The primary subjects of each of the sections of Parts 1 and 2 have been arranged in an alphabetical series except for the first assigned number of each section which is always a "GENERAL SERIES" for the whole section. An alphabetic arrangement is not obligatory, but is desirable as a more efficient finding aid.

5 Definitions of Primary Subjects

Definitions of coverage for each primary subject of Part 1 and some primary subjects of Part 2 have been included. These definitions indicate the type of records intended to be filed under each primary subject. Several "SEE" references to subjects that might be sought under the primary subject, but which for various reasons are located elsewhere in the manual have also been included.

6 File Listing

Under each primary number and primary subject a file listing of secondary and/or tertiary numbers with their sub-subjects has been given. The sub-subjects listed under Part 1 are found generally in most government departments and agencies.

## I. Organization of Complete File Numbers

1 Primary Numbers

The primary numbers and subjects listed in the primary number index before each section constitute only the first portion of a subject file number. These primary numbers are always followed by a dash “-” and a secondary number which completes the whole file number and subject, e.g.:

**255 CORRESPONDENCE MANAGEMENT**

(Primary Number and Primary Subject)

-0		} complete file numbers
-1	General	
-2	Channels of communication	
-3	Preparation of Treasury Board submissions	

2 Secondary Numbers

a) Policy and General File Numbers

In the Block Numeric system “-0” in the secondary position should always be reserved for “POLICY” and “-1” should always be reserved for “GENERAL”. If the file has been created, the subject appears. If the file has not been created, the subject is left blank. Provision should always be made in the file listing for both entries, e.g.:

**100 ADMINISTRATION**

**410 PLANS AND PROGRAMS**

-0 Policy	-0
-1 General	-1 General

b) Other Secondary Sub-Subject Numbers

For secondary specific files of a primary number and primary subject add “-2, -3, -4, -5, etc.” progressively as required, e.g.:

## **1080 EMPLOYMENT AND STAFFING — GENERAL**

- 0
- 1 General
- 2 Delegation of staffing authority
- 3 Handicapped persons
- 4 Part time
- 5 Extension of employment beyond age 65

### 3. Tertiary Numbers

When greater detail of files is required for any sub-subject topic, the complete file number may be extended to the tertiary position. Each secondary subject may be subdivided as required, but preferably to include only four or five additional subjects. If more than four or five additional subjects are required, then a new primary number and subject should be developed. In the following example it is obvious that the tertiary position has been overloaded.

## **115 ACCIDENTS — MOTOR VEHICLES**

- 0
- 1 General
- 2 Prevention and safety — general
  - 2-1 — safe driving week
  - 2-2 — skilled driving competitions
  - 2-3 — posters, bulletins
  - 2-4 — safety films
  - 2-5 — safety belts
  - 2-6 — regulations

Additional subjects are required. A new primary number would be developed for Accidents — Motor Vehicles — Prevention and Safety. This would now appear as:

## **117 ACCIDENTS — MOTOR VEHICLES — PREVENTION AND SAFETY**

- 0
- 1 General
- 2 Safe driving week
- 3 Skilled driving competitions
- 4 Posters, bulletins
- 5 Safety films
- 6 Safety belts
- 7 Regulations

### 4. Codes

In a large organization, if required, codes may be established for:

- a) the organizational structure of a department or agency;
- b) other government organizations;
- c) associations, committees, conferences;
- d) countries, municipalities;
- e) etc.

For further information on the organization of codes, see Part 3 of this *Guide*.



**PART 1**

**ADMINISTRATION**

**PRIMARY NUMBERS**  
**AND**  
**PRIMARY SUBJECTS**

**100 - 1399**

SECTION	TITLE	NUMBER RANGE
1	ADMINISTRATION	100 - 499
2	BUILDINGS AND PROPERTIES	500 - 699
3	EQUIPMENT AND SUPPLIES	700 - 849
4	FINANCE	850 - 999
5	PERSONNEL	1000 - 1399



**PART 1**  
**SECTION 1**  
**ADMINISTRATION**  
**PRIMARY NUMBERS**  
**100 — 499**

**Section 1 covers a wide variety of subjects relating to administrative and managerial services, acts and legislation, associations, committees, conferences, meetings, etc.**



**100 — ADMINISTRATION — 499**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

100	Administration — General
105	— Organization
110	Accidents — General
115	— Motor Vehicle — General
116	— Motor Vehicle — Individual
120	Acts and Legislation — General
125	— Departmental
135	— Federal
138	— Foreign
142	— Provincial
150	Agreements
155	Appreciation, Complaints, Inquiries
160	Associations, Clubs, Societies
170	Badges, Emblems, Flags
175	Bilingualism and Biculturalism
185	Cafeterias and Eating Facilities
188	Campaigns and Canvassing
192	Ceremonies and Celebrations
195	Circulars, Directives, Orders
200	Committees
210	Communications — General
215	— Telephone
218	— Teletype/Telex
220	Conferences, Meetings, Symposia
230	Co-operation and Liaison — General
234	— Federal
238	— International
242	— Provincial
245	— Universities, Colleges, Schools, etc.
250	Corporations, Companies, Firms
255	Correspondence Management

265	<b>Data Processing</b>
275	<b>Emergency Measures</b>
285	<b>Forms Management</b>
295	<b>Information Services — General</b>
298	— Advertising
304	— Articles, Bulletins, Guides, Manuscripts
308	— Books and Publications — General
312	— Books and Publications — Individual
316	— Exhibits, Fairs, Exhibitions
320	— Inquiries
324	— Lectures and Lecturers
330	<b>Inventions, Patents, Copyrights</b>
350	<b>Legal Matters</b>
355	<b>Library Services — General</b>
360	— Books and Publications
365	<b>Licences and Permits</b>
375	<b>Mail and Postal Services</b>
380	<b>Management Services</b>
390	<b>Office Services</b>
400	<b>Parliamentary Matters</b>
410	<b>Plans and Programs</b>
420	<b>Records Management — General</b>
425	— Inventories
430	— Retention and Disposal
440	<b>Reports and Statistics — General</b>
442	— Annual
444	— Monthly
446	— Quarterly
448	— Weekly
460	<b>Security — General</b>
465	— Personnel
470	— Physical
480	<b>Travel/Transportation</b>
490	<b>Visits and Tours</b>

100 — ADMINISTRATION — 499

100 - ADMINISTRATION - GENERAL

Includes general subjects relating to the administrative functions and activities not shown elsewhere in the administrative block.

For office services and procedures — see 390 series

- 100-0 Policy
- 1 General
- 2 Abbreviations, designations and titles
- 3 Bulletin boards — use of
- 4 Losses and thefts
- 5
- 6

## 105 - ADMINISTRATION — ORGANIZATION

Includes policies and procedures for the execution of departmental responsibilities; creation of and changes in organization, mission, functions, and relationship including organization and function charts; re-organization proposals and related staff studies; etc.

105-0

- 1 General
- 2 Historical matters
- 3 Geographic boundaries
- 4 Organization charts
- 5
- 6
- Code numbers for individual Branches or Directorates

110 - ACCIDENTS - GENERAL

Includes aircraft, boats, trains, etc. or involving equipment; reports, investigations and claims; prevention and safety programs.

For personal accidents and injuries — see 1005 series. For other claims by and against the Crown — see 934 series.

110-0  
-1 General  
-2 Prevention and safety  
-3  
-4  
-5

115 - ACCIDENTS - MOTOR VEHICLE - GENERAL

Includes policies, procedures and general correspondence relating to motor vehicle accidents; safety programs; etc.

115-0  
-1 General  
-2 Prevention and safety — general  
-2-1 — safe driving week  
-2-2 — skilled driving competitions  
-3  
-4  
-5

**116 - ACCIDENTS — MOTOR VEHICLE — INDIVIDUAL**

Includes reports, investigations and claims relating to individual motor vehicle accidents.

For other claims by and against the Crown — see 934 series.

**116 - Vehicle number**

**120 - ACTS AND LEGISLATION — GENERAL**

Includes correspondence of a general nature relating to acts and legislation, debates, throne speech material, by-laws, etc.

**120-0**

- 1 General
- 2 Municipal by-laws
- 3
- 4
- 5

**125 - ACTS AND LEGISLATION — DEPARTMENTAL**

Includes individual departmental bills, acts, statutory orders and regulations; correspondence, working papers, etc. leading to their preparation and amendment.

**125-0**

- 1 General
- 2 Legislative program — general
  - 2-74 — 1974-75
  - 2-75 — 1975-76
- 3
- 4
- 5
- F1 Fisheries Act
- F2 Fisheries Improvement Loans Act
- N1 Northwest Atlantic Fisheries Convention Act

**135 - ACTS AND LEGISLATION — FEDERAL**

Includes individual federal bills, acts and legislation.

**135-0**

- 1 General
- 2
- 3
- 4
- 5
- A1 Agriculture Act
- A2 Atomic Energy Control Act
- F1 Food and Drug Act

**138 - ACTS AND LEGISLATION — FOREIGN**

Includes foreign bills, acts and legislation.

138-0

- 1 General
- 2 Australia
- 3 France
- 4 United Kingdom
- 5 United States
- 6
- 7

**142 - ACTS AND LEGISLATION — PROVINCIAL**

Includes provincial and territorial bills, acts and legislation.

\*142-1

- 1 Newfoundland
- 2 Prince Edward Island
- 3 Nova Scotia
- 4 New Brunswick
- 5 Quebec
- 6 Ontario
- 7 Manitoba
- 8 Saskatchewan
- 9 Alberta
- 10 British Columbia
- 11 Northwest Territories
- 12 Yukon Territory
- 13
- 14
- 15 General
- 16
- 17

\*NOTE: In this instance the numbers from 1 to 12 represent code numbers. The normal rule regarding — "0" Policy and — "1" General does not apply.

**150 - AGREEMENTS**

Includes correspondence relating to federal, provincial, municipal, foreign, etc. agreements, as well as the actual documents.

For financial agreements — see 880 series.

150-0

- 1 General
- 2 Record of agreements (master file)
- 3 Agreement on ...
- 4
- 5

## 155 - APPRECIATION, COMPLAINTS, INQUIRIES

Includes letters of appreciation, complaint, congratulation, criticism and condolence; congratulation to royalty; Christmas greetings and messages, etc.

For information services inquiries — see 320 series.

- 155-0      Policy
- 1      General
- 2      Letters of appreciation
- 3      Letters of complaint, criticism or inquiry
- 4      Letters of condolence
- 5      Letters of congratulation
- 6      Christmas greetings, messages and cards
- 7
- 8

## 160 - ASSOCIATIONS, CLUBS, SOCIETIES

Includes proceedings, minutes, annual reports, financial statements, membership and fees, etc. relating to associations, clubs, federations, foundations, leagues, orders, societies and other similar organizations.

- 160-0
- 1      General
- 2      Membership and fees
- 3
- 4
- 5
- A1      American Medical Association
- C1      Canadian Red Cross Society — general
  - C1-1      — minutes
  - C1-2      — reports
  - C1-3      — financial statements
- C2      Canadian Standards Association

## 170 - BADGES, EMBLEMS, FLAGS

Includes correspondence relating to use, wearing or flying of badges, emblems, insignia, coats of arms, crests, pennants, flags, etc.

For purchase and supply — see 700 series.

- 170-0
- 1      General
- 2      Flags
- 3
- 4
- 5

## 175 - BILINGUALISM AND BICULTURALISM

Includes policies, guidelines, objectives, etc.; French language units; etc.

For identification and designation of bilingual positions — see 1040 series.

For language training — see 1350 to 1360 series.

For translations — see 390 series.

### 175-0 Policy (guidelines, objectives)

-1 General

-2 French language units

-3

-4

-5

## 185 - CAFETERIAS AND EATING FACILITIES

Includes correspondence relating to the administration of cafeterias, canteens and other eating facilities.

### 185-0 Policy

-1 General

-2 Vending machines

-3 Mobile vendors

-4 Price lists, menus, etc.

-5

-6

## 188 - CAMPAIGNS AND CANVASSING

Includes Canada savings bonds, united appeal, blood donor clinics, and other campaigns and drives.

### 188-0

-1 General

-2 Blood donor clinics

-3 Canada savings bonds — general

— 1974

-4 United appeals — general

— 1974

-5 Poppy day campaign

-6

-7

## 192 - CEREMONIES AND CELEBRATIONS

Includes special ceremonies, inaugurations, laying of corner stones, centennial celebrations, etc.

### 192-0

-1 General

-2 Laying of corner stones

-3

-4

-5

**195 - CIRCULARS, DIRECTIVES, ORDERS**

Includes departmental administrative and operating orders, circular letters, directives, regulations, etc. The original copy of each should be placed on the appropriate subject file.

For personnel directives — see 1225 series.

**195-0**

- 1 General
- 2 Administrative manual
- 3 Treasury Board minutes (master file)
- 4 Treasury Board circular letters (master file)
- 5 Orders-in-Council (master file)
- 6
- 7

**200 - COMMITTEES**

Includes correspondence on the establishment, organization, functions, agenda, notices, minutes, reports, etc. of boards, commissions, committees, councils, groups, panels, royal commissions, sub-committees, task forces, working groups, etc.

**200-0**

- 1 General
- 2 Inventory of federal/provincial committees
- 3
- 4
- 5
- A1 Advisory Committee on Northern Development — general
  - agenda
  - minutes
  - reports
- A1-1
- A1-2
- A1-3
- C1 Committee on Radiation Protection
- R1 Royal Commission on Government Organization (Glassco Commission)

**210 - COMMUNICATIONS — GENERAL**

Includes correspondence relating to the administrative aspects of procurement, installation, maintenance, operation and use of telecommunication facilities and services.

**210-0**

- 1 General
- 2 Intercommunications
- 3 Administrative Telecommunications Agency — general
  - circulars
- 3-1
- 4
- 5

**215 - COMMUNICATIONS — TELEPHONE**

Includes correspondence relating to the administrative aspects of procurement, installation, maintenance, operation and use of telephone and radio telephone facilities and systems.

215-0

- 1 General
- 2 Directories — general
  - 2-1 — government
- 3 Installations and relocations
- 4 Long distance, intercity direct lines, etc.
- 5
- 6

**218 - COMMUNICATIONS — TELETYPE / TELEX**

Includes correspondence relating to the administrative aspects of procurement, installation, maintenance, operation and use of teletype, telex, etc. facilities and systems.

218-0

- 1 General
- 2 Circulars and directives
- 3
- 4

**220 - CONFERENCES, MEETINGS, SYMPOSIA**

Includes correspondence on the establishment, organization, functions, agenda, minutes, reports, etc. and participation in conferences, meetings, symposia and seminars.

For meetings of associations, clubs, societies, etc. — see 160 series.  
For meetings of committees, etc. — see 200 series.

220-0

- 1 General
- 2 Approval to attend conference
- 3
- 4

- A1 Administrative Officers conference
- S1 Senior management meetings
- S2 Senior manpower planning and utilization seminar

**230 - CO-OPERATION AND LIAISON — GENERAL**

Includes co-operation and liaison activities with outside organizations, municipalities, etc.

Material of a specific nature should be placed on the appropriate subject file.

230-0

- 1 General
- 2 Municipalities
- 3
- 4

234 -

### **CO-OPERATION AND LIAISON — FEDERAL**

Includes co-operation and liaison activities with departmental branches, directorates, etc. and other Federal Government Departments and Agencies.

Material of a specific nature should be placed on the appropriate subject file.

234-0

-1 General

-2

-3

-A1 Agriculture Canada

-A2 Atomic Energy of Canada Limited

-C1 Canadian Patents and Development Limited

-C2 Communications, Department of

238 -

### **CO-OPERATION AND LIAISON — INTERNATIONAL**

Includes co-operation and liaison activities with foreign countries and international governmental organizations such as United Nations, North Atlantic Treaty Organization, International Civil Aviation Organization, etc.

For international associations, clubs, societies, etc. — see 160 series.

Material of a specific nature should be placed on the appropriate subject file.

238-0

-1 General

-2 Australia

-3 France

-4 United Kingdom

-5 United States

-6

-7

242 -

### **CO-OPERATION AND LIAISON — PROVINCIAL**

Includes co-operation and liaison activities with provincial and territorial governments and agencies.

Material of a specific nature should be placed on the appropriate subject file.

242- 1

Newfoundland

- 2 Prince Edward Island

- 3 Nova Scotia

- 4 New Brunswick

- 5 Quebec

- 6 Ontario

- 7 Manitoba

- 8 Saskatchewan

- 9 Alberta

-10 British Columbia

-11 Northwest Territories

-12 Yukon Territory

-13

-14

-15 General

-16

-17

**245 - CO-OPERATION AND LIAISON — UNIVERSITIES, COLLEGES, SCHOOLS,  
ETC.**

Includes co-operation and liaison activities with universities, colleges, schools, technical institutes, etc.

Material of a specific nature should be placed on the appropriate subject file.

245-0  
-1 General  
-2  
-3

-A1 Algonquin College of Applied Arts and Technology  
-B1 British Columbia, University of

**250 - CORPORATIONS, COMPANIES, FIRMS**

Includes correspondence of a general routine nature, including solicitations, brochures, inquiries, offers of service, etc.

For personal and service contracts — see 938 series.

For equipment procurement contracts — see 805 series.

250-0  
-1 General  
-2  
-3  
-A "A" names  
-B "B" names  
-C "C" names  
-C1 Canadian General Electric Limited

**255 - CORRESPONDENCE MANAGEMENT**

Includes policies and procedures on the preparation of correspondence, submissions, etc; terminology, style, quality, production and control; channels of communication; correspondence signing authorities; etc.

For financial signing authority — see 990 series.

255-0  
-1 General  
-2 Channels of communication  
-3 Preparation of Treasury Board submissions  
-4 Preparation of ministerial correspondence  
-5 Signing authorities (other than financial)  
-6  
-7

265 - **DATA PROCESSING**

Includes correspondence relating to the development or consideration of automated or electronic data processing systems and programs; feasibility studies, monitoring of application tests; etc.

For management of EDP public records — see 420 series.

For data processing equipment — see 735 series.

265-0

- 1 General
- 2 Surveys and studies — general
  - 2-1 — feasibility study on . . . . .
- 3
- 4
- 5

275 - **EMERGENCY MEASURES**

Includes correspondence relating to policies and plans for continuation of operations of a department in the event of an emergency; to provide assistance in emergency conditions; civil defence planning actions and precautions; etc.

275-0

- Policy
- 1 General
- 2 Disasters
- 3 Government war book
- 4
- 5

285 - **FORMS MANAGEMENT**

Includes analysis, design, control, identification, authorization, preparation and physical characteristics of forms.

For procurement of forms — see 754 series.

285-0

- 1 General
- 2 Forms register
- 3 Standard records management forms
- 4
- 5
- Form number — specific file

295 - **INFORMATION SERVICES — GENERAL**

Includes the general administration of public affairs and relations including documents such as news releases and clippings, motion pictures, slides, photographs, radio and television broadcasts, media relations, etc.

295-0

- Policy
- 1 General
- 2 Address, mailing and distribution lists
- 3 Biographies
- 4 Media relations
- 5 Press clippings and releases
- 6 Photographs
- 7 Radio and television broadcasts
- 8 Slides
- 9

**298 - INFORMATION SERVICES — ADVERTISING**

Includes correspondence relating to advertising in newspapers, periodicals, radio and television, etc.

**298-0**

- 1 General
- 2 Newspapers, magazines, periodicals, etc.
- 3 Radio
- 4 Television
- 5
- 6

**304 - INFORMATION SERVICES — ARTICLES, BULLETINS, GUIDES, MANUSCRIPTS**

Includes the preparation and distribution of articles, bulletins, guides, manuscripts, newsletters, etc.

**304-0**

- 1 General
- 2 Articles and manuscripts — general
  - 2-1 — for publication
- 3 Bulletins
- 4 Guides
- 5 Newsletters
- 6
- 7

**308 - INFORMATION SERVICES — BOOKS AND PUBLICATIONS — GENERAL**

Includes correspondence relating to the management of publications, including the printing and binding, editing, compilation, sale and distribution, etc.

For library books and publications — see 360 series.

**308-0**

- 1 General
- 2 Printing and binding
- 3
- 4
- 5

**312 - INFORMATION SERVICES — BOOKS AND PUBLICATIONS — INDIVIDUAL**

Includes the preparation, printing, compilation, distribution, etc. of individual books, pamphlets, publications, etc.

**312-01 Office management handbook — general**

- O1-1 — compilation
- O1-2 — printing
- O1-3 — distribution

316 -

## **INFORMATION SERVICES — EXHIBITS, FAIRS, EXHIBITIONS**

Includes correspondence relating to participation in exhibits, fairs, exhibitions and other community activities.

316-0

- 1 General
- 2 Canadian Government Exhibition Commission
- 3 Canadian National Exhibition, Toronto, Ontario
- 4
- 5

320 -

## **INFORMATION SERVICES — INQUIRIES**

Includes miscellaneous inquiries from the public, outside organizations, other government departments, etc. re services performed by department.

For other inquiries — see 155 series.

320-0

- 1 General
- 2
- 3
- A "A" names
- B "B" names

324 -

## **INFORMATION SERVICES — LECTURES AND LECTURERS**

Includes speeches and addresses, speech drafts, speaking engagements and arrangements, invitations, etc.

324-0

- 1 General
- 2 By the Minister
- 3
- 4
- 5

330 -

## **INVENTIONS, PATENTS, COPYRIGHTS**

Includes correspondence involving the acquiring of patent rights for inventions, patent licences and assignments, infringements, permission to use copyright material.

330-0

- 1
- 2 Inventions and patents
- 3 Copyrights
- 4
- 5

350 -

## **LEGAL MATTERS**

Includes correspondence relating to the administration of legal matters, opinions and decisions, powers of attorney, commissioner of oaths, affidavits, etc.

350-0

- Policy
- 1 General
- 2 Powers of attorney
- 3 Commissioner of oaths, affidavits, etc.
- 4
- 5

**LIBRARY SERVICES — GENERAL**

Includes correspondence relating to the administration of library services including cataloguing and accessioning procedures, subscriptions to newspapers, periodicals, etc.; acquisition of recordings, slides and filmstrips; etc.

For membership in associations, societies, etc. — see 160 series.

355-0

- Policy
- 1 General
- 2 Liaison with the National Library
- 3 Subscriptions
- 4 Recordings, slides, etc.
- 5
- 6

**LIBRARY SERVICES — BOOKS AND PUBLICATIONS**

Includes correspondence relating to the procurement, purchase, loan and distribution of books and publications.

360-0

- 1 General
- 2 Listings of
- 3 Loans
- 4 Procurement and purchases — general
  - orders
  - requisitions
- 4-1
- 4-2
- 5
- 6

**LICENCES AND PERMITS**

Includes correspondence of a general nature relating to licences and permits.

For vehicle licences — see 840, 842 series.

For operational licences, e.g. camping, fire, fishing, hunting, etc. — see operational subject concerned.

365-0

- 1 General
- 2 Exploratory and scientific permits
- 3
- 4
- 5

**MAIL AND POSTAL SERVICES**

Includes correspondence relating to the Canada Post Office postal and mail functions, postal code directory, post office regulations, inquiries and reports on lost or damaged mail, etc.

375-0

- 1 General
- 2 Canada Post Office regulations
- 3 Rental of Post Office boxes
- 4 Mail strikes
- 5
- 6

380 - **MANAGEMENT SERVICES**

Includes correspondence on management improvement studies, work simplification, office surveys, management information systems, operational performance measurement systems, etc.

380-0

- 1 General
- 2 Management information systems
- 3 Management performance measurement systems
- 4 Shared administrative services program
- 5 Studies and surveys — general
  - 5-1 — on
- 6
- 7

390 - **OFFICE SERVICES**

Includes correspondence relating to internal office services and procedures including duplication and reproduction services, secretarial and typing services, translations, etc.

390-0

- 1 General
- 2 Office procedures
- 3 Duplication and reproduction services
- 4 Secretarial and typing services
- 5 Translation services
- 6
- 7

400 - **PARLIAMENTARY MATTERS**

Includes parliamentary actions on matters of interest to departments and agencies; Cabinet material; memoranda on Cabinet decisions; Cabinet agenda; parliamentary inquiries, questions and returns; motions for papers; etc.

For acts and legislation — see 120 to 142 series.

Material of a specific nature should be placed on the appropriate subject file.

400-0

- 1 General
- 2 Parliamentary inquiries
- 3 Motions for papers
- 4 Record of Cabinet decisions
- 5
- 6

**410 - PLANS AND PROGRAMS**

Includes administrative and operational policies, procedures, guidelines, etc. relating to program planning activities of a department or agency; review and analysis of progress in program accomplishments in relation to program goals; etc.

See also 105 series.

410-0

- 1 General
- 2 Annual reviews — general
  - 2-74 — 1974
  - 2-75 — 1975
- 3 Long and short range objectives
- 4
- 5

**420 - RECORDS MANAGEMENT — GENERAL**

Includes correspondence relating to the records management program; development, adoption and implementation of subject file classification systems; procedures and techniques for maintaining files; access to public records; microfilming of records; mail management; management of EDP public records; etc.

For data processing — see 265 series.

For mail and postal services — see 375 series.

420-0

- 1 General
- 2 Subject file classification
- 3 Records operations and procedures
- 4 File operations
- 5 Microfilming of records
- 6 Management of EDP public records
- 7 Essential records
- 8
- 9

**425 - RECORDS MANAGEMENT — INVENTORIES**

Includes correspondence and reports on records holdings.

425-0

- 1 General
- 2 EDP public records
- 3 Headquarters' holdings
- 4 Field offices' holdings
- 5
- 6

430 -

## **RECORDS MANAGEMENT — RETENTION AND DISPOSAL**

Includes policies and procedures used for the creation of records retention and disposal schedules; the obtaining of the Dominion Archivist's approval to destroy or transfer records outside the government; interpretation and application of general records schedules; transfer of records to the Public Archives Records Centres, to the Historical Branch, Public Archives of Canada, to other government departments; etc.

430.0

- 1 General
- 2 Annual reports of records destroyed
- 3 Personnel records
- 4 Administrative retention and disposal schedules
- 5 Operational retention and disposal schedules
- 6 Transfer of records to PARC
  
- 8
- Accession number — PARC accessions
- Authority number — Public Archives approvals

440 -

## **REPORTS AND STATISTICS — GENERAL**

Includes administrative reports and statistics.

440.0

- 1 General
- 2 Activity reports
- 3
- 4
- 5

442 -

## **REPORTS AND STATISTICS — ANNUAL**

Includes departmental annual reports, drafts, supporting documents and correspondence.

442.0

- 1 General
- 2
- 3
- 4
  
- 74 1974
- 75 1975

444 -

## **REPORTS AND STATISTICS — MONTHLY**

Includes monthly administrative reports and statistics.

444.0

- 1 General
- 2 Monthly branch status reports
- 3
- 4
  
- Field office codes

**446 - REPORTS AND STATISTICS — QUARTERLY**

Includes quarterly administrative reports and statistics.

446-0

- 1 General
- 2 Quarterly summary reports
- 3
- 4
- Field office codes

**448 - REPORTS AND STATISTICS — WEEKLY**

Includes weekly administrative reports and statistics.

448-0

- 1 General
- 2
- 3
- 4
- Field office codes

**460 - SECURITY — GENERAL**

Includes the administration of security regulations for the handling of documents, exchange and release of information, etc.

460.0

- 1 General
- 2 Release of information
- 3 Downgrading of correspondence
- 4
- 5

**465 - SECURITY — PERSONNEL**

Includes the administration of the personnel security program involving clearances of personnel, passes, identification methods, fingerprinting, individual security clearance case files, etc.

465-0

- 1 General
- 2 Clearances of personnel
- 3 Fingerprinting
- 4 Identification badges and passes
- 5
- 6

**SECURITY — PHYSICAL**

Includes correspondence relating to the physical security of buildings, installation or facilities; protective alarms and intrusion detection systems; use of locks, keys and combinations; requirements for sensitive areas requiring special protective measures; etc.

For commissionaire services contracts — see 1070 series.

- 1 General
- 2 Intrusion detection systems
- 3 Post orders and regulations
- 4
- 5

**TRAVEL / TRANSPORTATION**

Includes requests for travel authorizations; reservations; means of transportation; travel orders, directives and regulations; policy on use of local transportation such as taxis, privately owned motor cars, limousine services, freight and express; etc.

For travel allowances and expense claims — see 995 series.

- Policy
- 1 General
- 2 Travel directives, orders, regulations
- 3 Requests for travel authorizations
- 4 Hotel reservations
- 5 Taxis and limousine services
- 6 Passports, visas, etc.
- 7
- 8

**VISITS AND TOURS**

Includes arrangements, preparation, reports and visits to and from other countries and within Canada; royal visits, visits from heads of state and other dignitaries; etc.

- 1 General
- 2 Visits from headquarters
- 3 Visits to headquarters
- 4 Itineraries
- 5
- 6

**PART 1**

**SECTION 2**

**BUILDINGS AND PROPERTIES**

**PRIMARY NUMBERS**

**500 — 699**

**Section 2** is concerned with subjects involving the acquisition of accommodation through purchase or rental of existing buildings and land, or through construction of new buildings. These properties are altered, developed and maintained according to the particular needs of the department. It also includes subjects such as fire prevention, utilities, etc.



**500 — BUILDINGS AND PROPERTIES — 699**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 500      **Buildings and Properties — General**
- 505      **Accommodation — General**
- 510              — Reports and Statistics
- 515      **Accounting and Inventories**
- 525      **Buildings — General**
- 530              — Acquisition
- 535              — Alterations and Repairs
- 540              — Construction — General
- 545              — Construction — Contracts
- 550              — Damages
- 555              — Disposal
- 560              — Fires — General
- 565              — Fires — Automatic Sprinklers and Alarm Systems
- 575              — Maintenance
- 590      **Lands — General**
- 595              — Acquisition
- 600              — Concessions
- 605              — Development
- 610              — Disposal
- 615              — Fencing
- 620              — Flood Control
- 625              — Landscaping
- 630              — Parking Areas
- 640              — Roads, Streets, Sidewalks
- 650      **Utilities — General**
- 655              — Air Conditioning and Ventilation
- 660              — Garbage Disposal
- 665              — Gas
- 670              — Hydro Power
- 675              — Lighting
- 680              — Plumbing and Heating
- 685              — Water and Sewage



## 500 — BUILDINGS AND PROPERTIES — 699

### 500 - BUILDINGS AND PROPERTIES — GENERAL

Includes correspondence of a general nature relating to buildings and properties including sites.

See also Buildings — 525 to 575 series.

See also Lands — 590 to 640 series.

500-0

- 1 General
- 2 Zoning regulations
- 3
- 4

### 505 - ACCOMMODATION — GENERAL

Includes correspondence relating to current and future planning and requirements including plans for expansion, allocation of space, offers of space, etc.

See also Buildings — 525 to 575 series.

See also Lands — 590 to 640 series.

505-0

- 1 General
- 2 Offers of space
- 3 Planning and requirements
- 4 Open office landscaping
- 5
- 6

### 510 - ACCOMMODATION — REPORTS AND STATISTICS

Includes correspondence relating to accommodation reports and statistics.

510-0

- 1 General
- 2 Public Works (DPW) accommodation status reports
- 3 Monthly accommodation reports
- 4
- 5

### 515 - ACCOUNTING AND INVENTORIES

Includes correspondence and documents relating to the process of accounting for real property through a system of property record cards, supporting documents and related master drawings; inventories of real property.

515-0

- 1 General
- 2 Central real property inventory
- 3 Crown land registry regulations
- 4
- 5

**525 - BUILDINGS — GENERAL**

Includes correspondence of a general nature relating to buildings such as building directories, addresses and locations, elevator services, etc.

525-0

- 1 General
- 2 Building directories, addresses and locations
- 3 Elevator services
- 4 Use of facilities (conference room, etc.)
- 5
- 6

**530 - BUILDINGS — ACQUISITION**

Includes correspondence relating to the proposed or actual acquiring of buildings by transfer, lease, purchase, etc.

530-0

- 1 General
- 2 Renewal of leases
- 3 Mobile trailers
- 4
- 5

**535 - BUILDINGS — ALTERATIONS AND REPAIRS**

Includes correspondence relating to the alterations and repair of buildings and structures other than utility systems; requisitions for services to DPW; etc.

For utility systems — see 650 to 685 series.

535-0

- 1 General
- 2 Requisitions for services to DPW
- 3
- 4
- 5

**540 - BUILDINGS — CONSTRUCTION — GENERAL**

Includes construction of new buildings and structures and major modifications or expansion of existing structures through the process of construction; construction requirements; etc.

540-0

- 1 General
- 2 Minor construction proposals
- 3
- 4

**545 - BUILDINGS — CONSTRUCTION — CONTRACTS**

Includes correspondence relating to the planning, design and construction of specific projects; discussions with consultants, architects and contractors; tenders; progress reports; inspection; take over of buildings; etc.

545-0

- 1 General
- 2 New headquarters building — general
  - 2-1 — architectural design
  - 2-2 — Arc-Tec Construction Management Limited (consultants)
- 2-3
- 3
- 4

**550 - BUILDINGS — DAMAGES**

Includes correspondence relating to damage to buildings, reports of investigation, etc.

550-0

- 1 General
- 2 Headquarters building
- 3
- 4

**555 - BUILDINGS — DISPOSAL**

Includes correspondence relating to the disposal of buildings by sale, transfer, expiry of lease, etc.

555-0

- 1 General
- 2 Surplus listings
- 3
- 4

**560 - BUILDINGS — FIRES — GENERAL**

Includes fire regulations, fire drills, fire prevention and protection, fires and fire reports, etc.

560-0

- 1 General
- 2 Fire prevention and protection
- 3 Regulations
- 4 Reports
- 5
- 6

**565 - BUILDINGS — FIRES — AUTOMATIC SPRINKLERS AND ALARM SYSTEMS**

Includes correspondence relating to automatic sprinklers and alarm systems; the water distribution system which shows the location of fire hydrants, pumps, valves, standpipe connections and similar devices; sources of water supply; etc.

565-0

- 1 General
- 2
- 3
- 4

**575 - BUILDINGS — MAINTENANCE**

Includes correspondence relating to the maintenance of buildings, janitorial and cleaning services; inspection reports; etc.

575-0

- 1 General
- 2 Cleaning contract
- 3 Decorating and redecorating
- 4
- 5

**590 - LANDS — GENERAL**

Includes correspondence of a general nature relating to lands.

590-0

- 1 General
- 2 Trespassing
- 3 Federal land management
- 4
- 5

**595 - LANDS — ACQUISITION**

Includes correspondence relating to the proposed or actual acquiring of land by transfer, lease or purchase; consideration of possible sites and related proposals; etc.

595-0

- 1 General
- 2 Proposed sites
- 3 Leases
- 4 Expropriation
- 5

**600 - LANDS — CONCESSIONS**

Includes correspondence relating to rights of way, easements, concessions, lettings, etc. of Crown-owned land by private corporations or persons; or privately owned land by the Crown.

600-0

- 1 General
- 2 Rights of way
- 3 Cattle grazing privileges
- 4
- 5

**605 - LANDS — DEVELOPMENT**

Includes correspondence relating to the levelling of land, farming of land, reforestation, etc.

For landscaping — see 625 series.

605-0

- 1 General
- 2 Reforestation
- 3
- 4

**610 - LANDS — DISPOSAL**

Includes correspondence relating to the disposal of land by sale, transfer or expiry of lease.

610-0

- 1 General
- 2 Notification of surplus Crown property
- 3
- 4

**615 - LANDS — FENCING**

Includes correspondence relating to the construction, maintenance and repair of fences.

615-0

- 1 General
- 2
- 3
- 4

**620 - LANDS — FLOOD CONTROL**

Includes correspondence relating to preventive measures and control of minor floods.

620-0

- 1 General
- 2
- 3
- 4

**625 - LANDS — LANDSCAPING**

Includes correspondence relating to landscaping and gardening, maintenance of grounds, etc.

For land development — see 605 series.

625-0

- 1 General
- 2 Maintenance of grounds
- 3
- 4

**630 - LANDS — PARKING AREAS**

Includes correspondence relating to the construction or development of parking areas; etc.

For parking, parking application, permits, etc. — see 844 series.

630-0

- 1 General
- 2 Signs
- 3
- 4
- 5
- 6

**640 - LANDS — ROADS, STREETS, SIDEWALKS**

Includes correspondence relating to the construction, maintenance and repair of roads, streets, sidewalks and other hard surfaced areas; snow removal; street signs; etc.

640-0

- 1 General
- 2 Signs
- 3 Snow removal
- 4
- 5

**650 - UTILITIES — GENERAL**

Includes correspondence relating to the installation, operation, maintenance and repair of utility systems and facilities.

650-0

- 1 General
- 2 Refrigeration
- 3
- 4

**655 - UTILITIES — AIR CONDITIONING AND VENTILATION**

Includes correspondence relating to the installation, operation, maintenance and repair of air conditioning and ventilation systems and facilities.

655-0

- 1 General
- 2 Environmental control — magnetic tapes, discs, etc.
- 3
- 4

**660 - UTILITIES — GARBAGE DISPOSAL**

Includes correspondence relating to garbage disposal.

660-0

- 1 General
- 2 Burning of garbage, refuse, etc.
- 3 Garbage dumps
- 4
- 5

**665 - UTILITIES — GAS**

Includes correspondence relating to the installation, operation, maintenance and repair of natural, propane, etc. gas systems and facilities.

665-0

- 1 General
- 2 Natural gas
- 3
- 4

**670 - UTILITIES — HYDRO POWER**

Includes correspondence relating to the installation, operation, maintenance and repair of hydro power systems and facilities.

670-0

- 1 General
- 2 Generators
- 3 Power houses
- 4 Conservation of energy
- 5
- 6

**675 - UTILITIES — LIGHTING**

Includes correspondence relating to the installation, maintenance and repair of lighting systems.

675-0

- 1 General
- 2 Installation of fluorescent lighting
- 3
- 4

**680 - UTILITIES — PLUMBING AND HEATING**

Includes correspondence relating to the installation, operation, maintenance and repair of plumbing and heating systems and facilities.

680-0

- 1 General
- 2 Inspection of boilers
- 3
- 4

**685 - UTILITIES — WATER AND SEWAGE**

Includes correspondence relating to the installation, operation, maintenance and repair of water and sewage systems and facilities.

685-0

- 1 General
- 2 Water treatment
- 3
- 4



**PART 1**

**SECTION 3**

**EQUIPMENT AND SUPPLIES**

**PRIMARY NUMBERS**

**700 — 849**

Section 3 covers the functions of procurement, storage and warehousing, issuing, maintaining and repairing and other related subjects through to the ultimate disposal or write-off of obsolete or surplus materials.



**700 — EQUIPMENT AND SUPPLIES — 849**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 700      Equipment and Supplies — General
- 705      Accounting and Inventories
- 715      Building Materials
- 720      Catalogues, Manuals, Price Lists
- 725      Clothing
- 735      Data Processing Equipment
- 738      Disposal and Surplus
- 742      Drawings and Specifications — Special Items
- 750      Foods
- 754      Forms
- 758      Fuels — Heating
  - Motor
- 760
- 764      Furniture and Furnishings — Household
  - Office
- 768
- 780      Maintenance and Repairs
- 785      Microfilming Equipment
- 795      Office Appliances
- 800      Procurement — General
  - Contracts
  - Local Purchase Orders
  - Requisitions
- 805
- 810
- 815
- 825      Standing Offer Agreements
- 830      Stationery
- 840      Vehicles — General
  - Individual
  - Parking
  - Water
- 842
- 844
- 846



## 700 — EQUIPMENT AND SUPPLIES — 849

### 700 - EQUIPMENT AND SUPPLIES — GENERAL

Includes correspondence relating to the overall administration of materiel management of procurement and supply operations not shown elsewhere in this block.

For use, wearing, flying, etc. of badges, crests, emblems, flags — see 170 series.

700-0

- 1 General
- 2 Agreements and guarantees
- 3 Badges, emblems, crests, flags, etc.
- 4 Loans
- 5 Photographic equipment
- 6
- 7

### 705 - ACCOUNTING AND INVENTORIES

Includes accountability for receipt, storage and issue of equipment; stocktaking procedures and control; transaction records; inventory control; etc.

705-0

- 1 General
- 2 Furniture and furnishings
- 3 Office appliances
- 4
- 5

### 715 - BUILDING MATERIALS

Includes correspondence on the procurement and purchase requirements and issue of building materials and supplies including lumber, hardware, etc.

715-0

- 1 General
- 2 Hardware
- 3 Hand tools and instruments
- 4
- 5

### 720 - CATALOGUES, MANUALS, PRICE LISTS

Includes technical data, equipment catalogues and manuals, documents reflecting the price list of items, etc.

720-0

- 1 General
- 2 Office equipment and supplies
- 3 Laboratory equipment and supplies
- 4 Data processing equipment
- 5
- 6

## 725 - CLOTHING

Includes correspondence on the procurement, purchase and issue of clothing, uniforms, smocks, etc.; cleaning and laundering services.

725-0

- 1 General
- 2 Cleaning services
- 3
- 4

## 735 - DATA PROCESSING EQUIPMENT

Includes correspondence on the procurement, purchase and issue of data processing equipment such as computers, magnetic tapes, discs, drums, etc.

For catalogues, manuals, price lists — see 720 series.

For data processing systems and programs — see 265 series.

For maintenance and repair — see 780 series.

735-0

- 1 General
- 2 Computers
- 3
- 4

## 738 - DISPOSAL AND SURPLUS

Includes disposal of surplus equipment through Crown Assets Disposal Corporation; surplus equipment or lists of other government departments or agencies; condemnation and destruction of equipment; write-offs; etc.

738-0

- 1 General
- 2 Condemnation and destruction
- 3 Transfer of materials to other government departments
- 4 Write-offs
- 5
- 6

## 742 - DRAWINGS AND SPECIFICATIONS — SPECIAL ITEMS

Includes preliminary and final drawings; copies of specifications and photographic prints essential to the documentation of the design, modification and development of special items.

742-0

- 1 General
- 2 Shelving
- 3
- 4
- 5

750 - FOODS

Includes correspondence relating to the procurement and purchase requirements and issue of food items.

For cafeterias and eating facilities — see 185 series.

750-0  
-1 General  
-2  
-3  
-4

754 - FORMS

Includes correspondence relating to requisitions, requests and related documents for the procurement and issue of forms.

For forms management — see 285 series.

754-0  
-1 General  
-2 Requisitions  
-3  
-4

758 - FUELS — HEATING

Includes correspondence relating to the procurement, performance, supply, etc. of heating fuels.

758-0  
-1 General  
-2 Natural gas  
-3  
-4

760 - FUELS — MOTOR

Includes correspondence relating to the procurement, performance, supply, etc. of motor fuels.

760-0  
-1 General  
-2 Oils and lubricants  
-3  
-4

764 -

## **FURNITURE AND FURNISHINGS — HOUSEHOLD**

Includes correspondence relating to the procurement and purchase requirements and issue of household furniture and furnishings.

For accounting and inventories — see 705 series.  
For maintenance and repair — see 780 series.

764-0

- 1 General
- 2 Beds and bedding
- 3 Chesterfields, sofas, etc.
- 4 Chairs
- 5
- 6

768 -

## **FURNITURE AND FURNISHINGS — OFFICE**

Includes correspondence relating to the procurement and purchase requirements and issue of office furniture and furnishings.

For accounting and inventories — see 705 series.  
For maintenance and repair — see 780 series.

768-0

- 1 General
- 2 Filing cabinets and security shells
- 3 Modular furniture
- 4 Drapes and venetian blinds
- 5 Wall furnishings (pictures, paintings, portraits, etc.)
- 6

780 -

## **MAINTENANCE AND REPAIRS**

Includes correspondence relating to the maintenance and repair of equipment.

780-0

- 1 General
- 2 Office appliances
- 3 Data processing equipment
- 4
- 5

785 -

## **MICROFILMING EQUIPMENT**

Includes correspondence relating to the procurement and purchase requirements and issue of microfilming equipment and supplies.

For microfilming of records — see 420 series.

785-0

- 1 General
- 2 Readers
- 3 Film
- 4
- 5

**795 - OFFICE APPLIANCES**

Includes correspondence relating to the procurement and purchase requirements and issue of office appliances.

For accounting and inventories — see 705 series.

For maintenance and repair — see 780 series.

795-0

- 1 General
- 2 Typewriters
- 3 Calculating machines
- 4 Tape recorders
- 5
- 6

**800 - PROCUREMENT — GENERAL**

Includes correspondence regarding regulations, instructions and procedures relating to procurement, purchasing, requisitioning, storing and issuing of equipment and supplies; correspondence related to other procurement functions not shown elsewhere in this block.

800-0

- Policy
- 1 General
- 2 Purchasing procedures
- 3 Requisitioning procedures and methods
- 4
- 5

**805 - PROCUREMENT — CONTRACTS**

Includes correspondence and other related documents pertaining to a specific contract or purchase action.

805-0

- 1 General
- 2
- 3
- 4
- Contract number

**810 - PROCUREMENT — LOCAL PURCHASE ORDERS**

Includes procurement and purchasing actions through local purchase orders.

810-0

- 1 General
- 2
- Local purchase number (if required)
- Field office codes (if required)

**815 - PROCUREMENT — REQUISITIONS**

Includes procurement and purchasing actions through requisitions.

815-0  
-1 General  
-2

- Requisition number (if required)  
Field office codes (if required)

**825 - STANDING OFFER AGREEMENTS**

Includes lists of commodities or services available to government departments or agencies including the names of the contractors, their addresses and the dates on which the offers expire.

825-0  
-1 General  
-2 Index of sources of supply and services  
-3  
-4  
-B1 Binders and folders  
-B2 Bulletin boards  
-F1 File cabinets (map, blueprint, cards, etc.)

**830 - STATIONERY**

Includes correspondence relating to the procurement and purchase requirements and issue of stationery items including papers and small office items.

830-0  
-1 General  
-2 Address cards  
-3 Hand punches  
-4  
-5

**840 - VEHICLES — GENERAL**

Includes correspondence relating to the management and provision of government owned vehicles such as aircraft, cars, bicycles, snowmobiles, trucks, tractors, etc. including the procurement, maintenance and repairs, operating standards, registration and licences, insurance, etc.

For motor vehicle accidents — see 116 series.

For travel and mileage allowances — see 995 series.

840-0  
-1 General  
-2 Operating standards  
-3 Maintenance and repairs  
-4 Insurance  
-5 Registration and licences  
-6  
-7

NOTE: When any of the above subjects pertain to a specific vehicle use 842 series.

**842 - VEHICLES — INDIVIDUAL**

Includes correspondence relating to the procurement, maintenance and repairs, operating standards, insurance, registration and licences of individual government owned vehicles.

For vehicle accidents — see 116 series.

**842 - Vehicle number**

**844 - VEHICLES — PARKING**

Includes correspondence relating to the allocation of parking spaces: permits, regulations, application for parking, etc.

For parking areas — see 630 series.

**844-0**

- 1 General
- 2 Permits
- 3 Regulations
- 4 Applications
- 5
- 6

**846 - VEHICLES — WATER**

Includes correspondence relating to the procurement, maintenance and repairs, operating standards, insurance, registration and licences, etc. of boats, canoes, outboard motors, scows, tugs, etc.

**846-0**

- 1 General
- 2 Operating standards
- 3 Maintenance and repairs
- 4 Insurance
- 5 Registration and licences
- 6
- 7

- Alphabetically by name of vessel



**PART 1**  
**SECTION 4**  
  
**FINANCE**  
**PRIMARY NUMBERS**  
**850 - 999**

Section 4 covers financial subjects reflecting the receipt, control and expenditures of public funds. They include accounts and accounting, allotments, audits, claims and other fiscal details. They do not include salary or equipment procurement subjects which have been assigned to Sections 3 and 5.



**850 - FINANCE - 999**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 850      **Finance — General**
- 855      **Accounting — General**
- 858           — Cash
- 862      **Accounts — Payable — General**
- 864           — Payable — Individual
- 870      **Accounts — Receivable — General**
- 874           — Receivable — Individual
- 878      **Accounts — Standing Advances**
- 880      **Agreements and Arrangements**
- 884      **Allotments and Transfers**
- 888      **Allowances**
- 892      **Audits — General**
- 895           — Reports
- 900      **Banks and Banking**
- 904      **Budgets — General**
- 908           — "A"
- 910           — "B"
- 912           — "X"
- 916      **Budgets — Estimates — General**
- 920           — Supplementary
- 925           — Program Forecast
- 930      **Cheques**
- 934      **Claims**
- 938      **Contracts**
- 942      **Currency**
- 945      **Encumbrances**
- 950      **Expenditures**
- 954      **Fees**
- 958      **Funds — General**
- 962           — Revolving and Working Capital Advances

- 964      **Grants**
- 988      **Reports, Statistics, Statements**
- 990      **Signing Authorities**
- 992      **Taxes**
- 995      **Travel Allowances and Expenses**

## 850 - FINANCE - 999

### 850 - FINANCE — GENERAL

Includes correspondence relating to financial management functions and plans not shown elsewhere in this block.

- 850-0      Policy
- 1      General
- 2      Financial manual
- 3      Classification and coding system
- 4      Bonds and bonding
- 5
- 6

### 855 - ACCOUNTING — GENERAL

Includes correspondence relating to the general administration of accounting systems and procedures; public accounts; etc.

- 855-0      General
- 1      Procedures
- 2      Public accounts
- 3
- 4
- 5

### 858 - ACCOUNTING — CASH

Includes correspondence relating to cash blotters, cash control records, cash receipt journals, etc.

- 858-0      Policy
- 1      General
- 2      Cash blotters
- 3      Cash control records
- 4
- 5

### 862 - ACCOUNTS — PAYABLE — GENERAL

Includes correspondence relating to payable accounts other than by name of supplier or individual.

- 862-0      General
- 1      Advertising
- 2      Postage
- 3      Printing costs
- 4
- 5
- 6

**864 - ACCOUNTS — PAYABLE — INDIVIDUAL**

Includes correspondence relating to individual payable accounts by the name of supplier or individual.

864-B1 Bell Canada

-G1 Grand and Toy Limited

-O1 Office Overload

**870 - ACCOUNTS — RECEIVABLE — GENERAL**

Includes correspondence relating to receivable (revenue) accounts other than individual receivable accounts.

870-0

-1 General

-2 Outstanding accounts

-3 Uncollectible accounts (write-offs)

-4

-5

**874 - ACCOUNTS — RECEIVABLE — INDIVIDUAL**

Includes correspondence relating to individual receivable accounts. This applies when a government department provides services or equipment and a charge is involved.

874-O1 Ottawa Bacteriological Laboratory

-R1 Royal Research Laboratory

**878 - ACCOUNTS — STANDING ADVANCES**

Includes correspondence relating to financing and operation of standing advances re petty cash and imprest bank accounts.

For working capital advances — see 962 series.

For travel standing advances — see 995 series.

878-0

-1 General

-2 Petty cash

-3 Imprest bank accounts

-4

-5

-6

**880 - AGREEMENTS AND ARRANGEMENTS**

Includes correspondence relating to financial agreements and arrangements with federal, municipal, provincial and foreign governments, agencies and other organizations.

For administrative agreements — see 150 series.

880-0

-1 General

-2 Federal/provincial cost sharing agreements

-3

-4

**884 - ALLOTMENTS AND TRANSFERS**

Includes correspondence relating to distribution by allotment and transfer of appropriated funds reflecting the commitment, obligation and expenditure of funds thus allotted or sub-allotted; allotment advice; etc.

884-0

- 1 General
- 2 Transfer of funds
- 3
- 4

**888 - ALLOWANCES**

Includes correspondence relating to bilingual bonus allowances, foreign service allowances, isolated posts allowances, etc.

For entertainment and hospitality allowances — see 958 series.

For training allowances — see 954 series.

For travel allowances — see 995 series.

888-0

- 1 General
- 2 Bilingual bonus
- 3 Foreign service
- 4
- 5

**892 - AUDITS — GENERAL**

Includes correspondence relating to the overall administration of auditing matters, methods, procedures and responsibilities for performing required audits.

892-0

- 1 General
- 2 Internal
- 3
- 4

**895 - AUDITS — REPORTS**

Includes internal audit reports, Auditor General reports and related documents.

895-0

- 1
- 2 Internal audit reports — general
  - 2-74 — 1974-75
- 3 Auditor General reports — general
  - 3-74 — 1974-75

**900 - BANKS AND BANKING**

Includes correspondence relating to banking methods and procedures: bank accounts, bank statements, etc.

900-0

- 1 General
- 2 Statements of bank accounts
- 3 Transfer of funds
- 4
- 5

**904 - BUDGETS — GENERAL**

Includes correspondence of a general nature relating to budgetary practices and procedures, and budgetary controls and programs.

904-0	
-1	General
-2	White paper
-3	
-4	
-74	1974-75
-75	1975-76

**908 - BUDGETS — “A”**

Includes correspondence relating to “A” budgets to include previous years’ total of money spent, plus small increases for cost of living, increased prices, etc.

908-0	
-1	General
-2	
-74	1974-75
-75	1975-76

**910 - BUDGETS — “B”**

Includes correspondence relating to “B” budgets requesting funds and man years to carry out new programs not previously approved in the estimates.

910-0	
-1	General
-2	
-74	1974-75
-75	1975-76

**912 - BUDGETS — “X”**

Includes correspondence relating to “X” budgets which eliminate or discontinue some operation or program thus giving up man years and money related to the discontinued program or operation.

912-0	
-1	General
-2	
-74	1974-75
-75	1975-76

**916 - BUDGETS — ESTIMATES — GENERAL**

Includes correspondence and documents issued calling for budget estimate preparation and submission for specific periods and the related guidelines and instructions; budget estimates and supporting justifications; etc.

NOTE: When estimates are approved, they become the budget for the fiscal year concerned.

916-0	
-1	General
-2	
-74	1974-75
-75	1975-76

**920 - BUDGETS — ESTIMATES — SUPPLEMENTARY**

Includes correspondence and documents relating to supplementary estimates and supporting justifications.

920-0	
-1	General
-2	
-74	1974-75
-75	1975-76

**925 - BUDGETS — ESTIMATES — PROGRAM FORECAST**

Includes correspondence relating to the planning and forecasting of costs of program requirements for future periods.

NOTE: When program forecasts are approved, they become estimates for the fiscal year concerned.

925-0	
-1	General
-2	
-74	1974-75
-75	1975-76

**930 - CHEQUES**

Includes correspondence relating to cheque abstracts, cheque lists, cancelled cheques, requisitions for cheques, etc.

930-0	
-1	General
-2	Lost or duplicate cheques
-3	Requisitions for cheques
-4	
-5	

**934 - CLAIMS**

Includes correspondence relating to claims by and against the Crown; debts due to and against the Crown; etc.

For personal injuries and accidents — see 1005 series  
For vehicle accident claims — see 116 series.

934-0

Policy

-1 General

-2 Claims against the Crown — general

— loss of personal effects

-2-1 Claims by the Crown

-3

-4

-5

**938 - CONTRACTS**

Includes correspondence relating to guidelines, procedures and regulations on personal and service contracts; individual contract case files including the hiring of consultant services; etc.

For construction contracts — see 545 series

For procurement contracts — see 805 series

For Corps of Commissionaires contracts — see 1070 series

938-0

-1 General

-2 Guidelines, procedures, regulations

-3

-4

-P1 Price Waterhouse and Company — service contract on .....

**942 - CURRENCY**

Includes correspondence relating to currency including foreign currency, exchange rates, etc.

942-0

-1 General

-2 Foreign currency

-3

-4

**945 - ENCUMBRANCES**

Includes correspondence relating to financial encumbrances and reimbursements by and to other government departments and agencies.

945-0

-1 General

-2 Provided by ..... to other government departments and agencies

-3 Provided by other government departments and agencies to .....

-4

-5

**950 - EXPENDITURES**

Includes correspondence relating to expenditure transactions, statements, etc.

950-0

-1 General

-2 Statement of actual and forecasted expenditures

-3 Survey of Federal Government expenditures on scientific activities

-4

-5

**954 - FEES**

Includes consultant and professional services fees, tuition fees for training courses, etc.

For membership fees re associations, societies, etc. — see 160 series.

954-0

-1 General

-2 Reimbursement of tuition fees for training

-3 Honoraria to lecturers, consultants, etc.

-4

-5

**958 - FUNDS — GENERAL**

Includes correspondence relating to hospitality and entertainment funds, non-public funds, trust funds, etc.

958-0

-1 General

-2 Hospitality

-3 Entertainment claims and expenses

-4

-5

**962 - FUNDS — REVOLVING AND WORKING CAPITAL ADVANCES**

Includes correspondence relating to the establishment and operation of revolving funds and working capital advances used to finance a specific program or operation which is expected to be self-sustaining to recover the total costs of operations.

For standing advances — see 878 series.

962-0

Policy

-1 General

-2

-3

-4

**964 - GRANTS**

Includes correspondence relating to grants of money to outside organizations, individuals, etc. to carry out a specific project, assignment, etc.

964-0

Policy

-1 General

-2

-3

-C1 Canadian Industries Limited — general

-C1-1 — low power fuel cells

**988 - REPORTS, STATISTICS, STATEMENTS**

Includes correspondence relating to financial reporting systems; financial management reports, statistics and statements not shown elsewhere in this block.

For audit reports — see 895 series.

**988-0**

- 1 General
- 2 Financial reporting systems
- 3 Financial management reports
- 4 Financial analysis statements
- 5
- 6

**990 - SIGNING AUTHORITIES**

Includes correspondence relating to financial management signing authorities.

For correspondence signing authorities — see 255 series.

**990-0**

- 1 General
- 2
- 3
- 4
- 5

**992 - TAXES**

Includes correspondence relating to customs and excise tax, provincial sales tax, tax incentives, etc.

**992-0**

- 1 General
- 2 Customs and excise tax — general
  - exemption certificates
- 3 Provincial sales tax
- 4
- 5

**995 - TRAVEL ALLOWANCES AND EXPENSES**

Includes correspondence relating to travel advances, travel allowances including mileage, travel expense claims, removal expenses; travel documents relating to individuals; etc.

For travel/transportation (general) — see 480 series.

**995-0**

- 1 General
- 2 Travel allowances (including mileage)
- 3 Travel advances
- 4
- 5

- By name of individual (includes travel advances, expense claims, removal expenses, etc.)

**PART 1**  
**SECTION 5**  
**PERSONNEL**  
**PRIMARY NUMBERS**  
**1000 - 1399**

Section 5 covers subjects relating to the employment of members of the Public Service of Canada. Documentary forms concerning individuals will be filed on the personal files which should not be allotted any number but simply arranged alphabetically by the complete name of the individuals. Correspondence of a policy or general nature is provided for herein. These subjects include areas reflecting attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff, etc.



**1000 — PERSONNEL — 1399**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 1000      Personnel — General
- 1005      Accidents and Injuries
- 1010      Appointments
- 1015      Attendance
- 1020      Awards and Honours — General
  - 1025      — Incentive
- 1035      Bilingualism — General
  - 1040      — Positions
- 1050      Classification — General
  - 1055      — By Category and Group
  - 1060      — Standards
- 1070      Corps of Commissionaires
- 1080      Employment and Staffing — General
  - 1085      — Applications
  - 1090      — Competitions
  - 1095      — Programs
  - 1100      — Recruitment
  - 1105      — Staff Requests
  - 1110      — Summer Students
  - 1115      — Term
- 1120      Establishment
- 1140      Health and Medical Services
- 1145      Hours of Work and Overtime
- 1150      Insurance — General
  - 1155      — Provincial Hospital Plans
  - 1160      — Provincial Medicare Plans
- 1170      Leave and Holidays
- 1180      Manpower Planning — General
  - 1185      — Career Management
  - 1190      — Inventories
  - 1195      — Performance Appraisal
  - 1200      — Reports and Statistics
  - 1205      — Requirements and Utilization
- 1220      Promotions and Reclassifications

1225	<b>Regulations and Directives</b>
1230	<b>Reports and Statistics</b>
1240	<b>Retirement and Separations</b>
1250	<b>Salaries and Wages — General</b>
1255	— <b>Regulations</b>
1260	<b>Selection Standards</b>
1265	<b>Staff Relations — General</b>
1270	— <b>Adjudication</b>
1280	— <b>Bargaining Agents</b>
1285	— <b>Collective Agreements and Interpretations</b>
1290	— <b>Discipline</b>
1295	— <b>Grievances</b>
1300	— <b>Managerial and Confidential Exclusions</b>
1305	— <b>Union Relations</b>
1310	<b>Studies, Surveys, Systems, etc.</b>
1320	<b>Superannuation and Pension Plans</b>
1330	<b>Training and Development — General</b>
1335	— <b>Courses — General</b>
1340	— <b>Courses — Departmental</b>
1345	— <b>Courses — Public Service Commission</b>
1350	— <b>Language — General</b>
1355	— <b>Language — English</b>
1360	— <b>Language — French</b>
1365	— <b>Plans</b>
1385	<b>Welfare</b>

## 1000 — PERSONNEL — 1399

### 1000 - PERSONNEL — GENERAL

Includes correspondence relating to the general administration of personnel management activities not shown elsewhere in this block, exclusive of correspondence and documents relating to individual employees.

1000-0

- 1 General
- 2 Personnel manual
- 3 Documentation and records
- 4 Oaths of allegiance and secrecy
- 5 Transfers
- 6
- 7

### 1005 - ACCIDENTS AND INJURIES

Includes correspondence relating to the administration of safety programs to reduce accidental injuries; liaison with the Workmen's Compensation Board; etc.

For vehicle, boats, etc. accidents — see 110 to 116 series.

1005-0

- 1 General
- 2 Occupational health and safety
- 3 Workmen's compensation
- 4
- 5

### 1010 - APPOINTMENTS

Includes correspondence relating to acting appointments, announcements of appointments, etc.

1010-0

- 1 General
- 2 Acting
- 3 Announcements
- 4
- 5

### 1015 - ATTENDANCE

Includes policies and procedures relating to attendance; time and attendance reports; etc.

For collective agreements — see 1285 series.

1015-0

- Policy and procedures
- 1 General
- 2 Time and attendance reports
- 3
- 4

**1020 - AWARDS AND HONOURS — GENERAL**

Includes correspondence relating to decoration and award presentations and recommendations re centennial medals, gold medal award, etc.

1020-0

- 1 General
- 2 Centennial medal
- 3 Bravery
- 4 Gold medal award — Professional Institute of the Public Service of Canada
- 5
- 6

**1025 - AWARDS AND HONOURS — INCENTIVE**

Includes correspondence relating to the administration of the incentive award program to personnel for outstanding achievements, merit awards, suggestions, etc.; individual suggestions made by employees to improve administration and operations, including both approved and rejected suggestions.

1025-0

- 1 General
- 2 Long service
- 3 Merit
- 4 Outstanding achievements
- 5 Suggestions
- 6
- 7

- Suggestion number and title

**1035 - BILINGUALISM — GENERAL**

Includes correspondence of a general nature regarding the personnel aspects e.g. recruiting, replacements, etc.

1035-0

- 1 General
- 2 Language training replacements
- 3
- 4

**1040 - BILINGUALISM — POSITIONS**

Includes correspondence relating to the identification and designation of bilingual positions; language requirements program; etc.

For bilingualism and biculturalism — see 175 series.  
For language training — see 1350 to 1360 series.

1040-0

- Policy
- 1 General
- 2 Identification and designation of bilingual positions
- 3
- 4

**1050 - CLASSIFICATION — GENERAL**

Includes policies and procedures on classification of positions; delegation of classification authority; holding classifications (red circled positions); audits and post-audits by Treasury Board; individual position files containing certified master copies showing position numbers, description, position summary, etc.

For classification grievances — see 1295 series.

**1050-0 Policy and procedures**

- 1 General
- 2 Delegation of classification authority
- 3 Audits — general
  - 3-1 — by Treasury Board
  - 4 Holding classifications (red circled positions)
  - 5
  - 6
- Position number and title

**1055 - CLASSIFICATION — BY CATEGORY AND GROUP**

Includes correspondence relating to classification of positions by category and group including classification challenges, conversion, etc.

**1055-0**

- 1 General
- 2
- 3
- A1 Administrative and Foreign Service — general
  - A1-1 — Administrative Services Group
  - A1-2 — Personnel Administration Group
- A2 Administrative Support — general
  - A2-1 — Clerical and Regulatory Group
  - A2-2 — Data Processing Group

etc.

**1060 - CLASSIFICATION — STANDARDS**

Includes correspondence and documents relating to classification standards to provide guidance in evaluating positions.

For selection standards — see 1260 series.

**1060-0**

- 1 General
- 2
- 3
- A1 Administrative and Foreign Service — general
  - A1-1 — Administrative Services Group
  - A1-2 — Personnel Administration Group

etc.

**1070 - CORPS OF COMMISSIONAIRES**

Includes correspondence relating to the Corps of Commissionaires' services.

For post orders and regulations — see 470 series.

1070-0

- 1 General
- 2 Contract — headquarters building
- 3 — field units
- 4
- 5
- 6
- 7
- 8

**1080 - EMPLOYMENT AND STAFFING — GENERAL**

Includes correspondence relating to the staffing of positions, delegation of staffing authority, employment of handicapped persons, etc.

For hiring of consultants — see 938 series.

1080-0

- 1 Policy
- 2 General
- 3 Delegation of staffing authority
- 4 Handicapped persons
- 5 Part time
- 6 Extension of employment beyond age 65
- 7

**1085 - EMPLOYMENT AND STAFFING — APPLICATIONS**

Includes correspondence relating to applications for employment, offers of service, etc.

1085-0

- 1 General
- 2
- 3
- A "A" names
- B "B" names
- C "C" names
- etc.

**1090 - EMPLOYMENT AND STAFFING — COMPETITIONS**

Includes correspondence relating to competitions and examinations, eligible lists for filling staff vacancies or new positions, etc.

1090-0

- 1 General
- 2 Eligible lists
- 3 Appeals
- 4
- Competition number

## **1095 - EMPLOYMENT AND STAFFING — PROGRAMS**

Includes correspondence relating to co-operative programs with universities, colleges, etc.; work experience programs; winter works programs; etc.

For career planning programs — see 1185 series.

For recruiting programs — see 1100 series.

For summer employment programs — 1110 series.

1095-0

- 1 General
- 2 Work experience programs
- 3 Co-op programs — general
  - 3-1 — University of Waterloo
- 4 Winter works programs
- 5
- 6

## **1100 - EMPLOYMENT AND STAFFING — RECRUITMENT**

Includes correspondence relating to recruiting and interviewing of prospective employees at universities, colleges, etc.; advertising of job openings and vacancies; job opportunities; posters; recruitment of Francophones; etc.

1100-0

- 1 General
- 2 Advertising
- 3 Posters
- 4 Recruitment of Francophones
- 5
- 6
- A1 Acadia University
- B1 British Columbia, University of
- B2 British Columbia Institute of Technology

## **1105 - EMPLOYMENT AND STAFFING — STAFF REQUESTS**

Includes correspondence relating to requests for staff to fill vacancies, replacements, etc.

For language training replacements — see 1035 series.

1105-0

- 1 General
- 2 Administration Directorate
- 3
- 4

## **1110 - EMPLOYMENT AND STAFFING — SUMMER STUDENTS**

Includes correspondence relating to the hiring of summer students; requests for career-orientated summer employment program; renominations of students; etc.

1110-0

- 1 General
- 2
- 3
- 74 1974 summer program
- 75 1975 summer program

**1115 - EMPLOYMENT AND STAFFING — TERM**

Includes correspondence relating to the hiring of casual and term employees.

**1115-0**

- 1 General
- 2 Employment agencies
- 3
- 4

**1120 - ESTABLISHMENT**

Includes correspondence relating to the number, grade and category of positions; the allotment, increase or decrease of personnel; etc.

For manpower requirements and utilization — see 1205 series.

For manpower forecasts and estimates — see 1205 series.

For manpower reports and statistics — see 1200 series.

**1120-0**

- 1 General
- 2 Staff freeze and staffing controls
- 3 Administration Directorate
- 4 Information Services Branch
- 5
- 6

**1140 - HEALTH AND MEDICAL SERVICES**

Includes correspondence relating to medical examinations, health surveys, X-rays, health units and other medical facilities.

For health insurance plans — see 1150 to 1160 series.

**1140-0**

- 1 General
- 2 Medical examinations
- 3 TB X-ray surveys
- 4 Health units
- 5
- 6

**1145 - HOURS OF WORK AND OVERTIME**

Includes correspondence relating to hours of work, flexible hours, time off to vote, time off for special occasions, early closing, overtime including compensation, etc.

For collective agreements — see 1285 series.

For adjudication decisions — see 1270 series.

**1145-0**

- 1 General
- 2 Compensation for overtime
- 3 Flexible hours of work
- 4
- 5

**1150 - INSURANCE — GENERAL**

Includes correspondence relating to medical insurance plans, death benefit plans, disability insurance, unemployment insurance, etc.

1150-0

- 1 General
- 2 Death Benefit Plan
- 3 Group Surgical Medical Insurance Plan
- 4 Disability Insurance
- 5 Public Service Management Insurance Plan
- 6 Unemployment Insurance
- 7
- 8

**1155 - INSURANCE — PROVINCIAL HOSPITAL PLANS**

Includes correspondence relating to provincial hospital insurance plans.

1155-0

- 1 Newfoundland
- 2 Prince Edward Island
- etc.

**1160 - INSURANCE — PROVINCIAL MEDICARE PLANS**

Includes correspondence relating to provincial medical services and health insurance plans.

1160-0

- 1 Newfoundland
- 2 Prince Edward Island
- etc.

**1170 - LEAVE AND HOLIDAYS**

Includes policies and procedures relating to vacation, sick, special and other types of leave; designated paid holidays; etc.

For collective agreements — see 1285 series.

For educational leave — see 1330 series.

1170-0

- 1 General
- 2 Special leave
- 3
- 4

**1180 - MANPOWER PLANNING — GENERAL**

Includes correspondence relating to the administration of manpower control and planning.

1180-0

- 1 General
- 2 Equal employment opportunities
- 3
- 4

**1185 - MANPOWER PLANNING — CAREER MANAGEMENT**

Includes correspondence relating to programs designed to manage the career or development of employees' capabilities through a program of selection, assignments, self development and programmed training.

For training and development — see 1330 to 1365 series.

1185-0

- 1 General
- 2 Career Assignment Program (CAP)
- 3 Administrative trainees
- 4 Executives — general
  - 4-1 — interchange Canada program
- 5
- 6

**1190 - MANPOWER PLANNING — INVENTORIES**

Includes correspondence relating to personnel inventory systems, data stream, etc.

1190-0

- 1 General
- 2 Data stream
- 3
- 4

**1195 - MANPOWER PLANNING — PERFORMANCE APPRAISAL**

Includes policies and procedures relating to performance appraisals and reviews; probationary and notice periods; etc.

1195-0

- 1 General
- 2 Probationary and notice periods
- 3
- 4

**1200 - MANPOWER PLANNING — REPORTS AND STATISTICS**

Includes correspondence relating to manpower allocation, requirements and utilization reports and statistics.

1200-0

- 1 General
- 2 Strength and utilization statistics
- 3 Quarterly report to Treasury Board on manpower utilization
- 4 Manpower status reports
- 5 Staff turnover data and statistics
- 6
- 7

## **1205 - MANPOWER PLANNING — REQUIREMENTS AND UTILIZATION**

Includes correspondence relating to current and projected manpower requirements; personnel resource requirements, forecasts and estimates; manpower allocation and control; etc.

1205-0

- 1 General
- 2 Staffing requirements, forecasts and estimates
- 3 Manpower allocation and control
- 4
- 5

## **1220 - PROMOTIONS AND RECLASSIFICATIONS**

Includes policies and procedures on promotions and reclassifications of personnel.

1220-0

- Policy and procedures
- 1 General
- 2
- 3

## **1225 - REGULATIONS AND DIRECTIVES**

Includes correspondence relating to the Public Service employment regulations; terms and conditions of employment; personnel management directives and guidelines; etc.

For pay regulations — see 1255 series.

1225-0

- 1 General
- 2 Public Service employment regulations
- 3 Public Service conflict of interest guidelines
- 4
- 5

## **1230 - REPORTS AND STATISTICS**

Includes personnel reports and statistics not shown elsewhere in this block.

For manpower planning reports and statistics — see 1200 series.

1230-0

- 1 General
- 2 Monthly report on personnel activities
- 3
- 4

## **1240 - RETIREMENT AND SEPARATIONS**

Includes correspondence relating to retirement, resignation, separations, lay-off policies and procedures; abandonment of positions; re-location of surplus staff; etc.

1240-0

- Policy
- 1 General
- 2 Lay-off policies and procedures
- 3 Abandonment of positions
- 4 Placement of redundant employees
- 5
- 6

## **1250 - SALARIES AND WAGES — GENERAL**

Includes correspondence relating to the administration of salary and wage matters, rates of pay, deductions, etc.

For collective agreements — see 1285 series.

- 1250-0      Policy
  - 1      General
  - 2      Inquiries
  - 3      Annual increases
  - 4      Deductions
  - 5      Supply and Services (DSS) pay system
  - 6
  - 7

## **1255 - SALARIES AND WAGES — REGULATIONS**

Includes correspondence relating to pay regulations for performance pay, senior merit pay, acting pay; etc.

- 1255-0
  - 1      General
  - 2      Acting pay
  - 3      Senior merit pay
  - 4      Retroactive remuneration
  - 5
  - 6

## **1260 - SELECTION STANDARDS**

Includes correspondence relating to selection standards to establish a pattern for the selection or promotion of staff or according to merit, through achievement and goals oriented criteria.

For classification standards — see 1060 series.

- 1260-0
  - 1      General
  - 2
  - 3
  - A1      Administrative and Foreign Service — general
    - A1-1      — Administrative Services Group
  - etc.

## **1265 - STAFF RELATIONS — GENERAL**

Includes correspondence relating to employee-management relations and services.

- 1265-0
  - 1      General
  - 2      Designated employees
  - 3      Strikes and work stoppages
  - 4
  - 5

## 1270 - STAFF RELATIONS — ADJUDICATION

Includes correspondence relating to the administration of grievance adjudication established under the Public Service Staff Relations Act; Public Service Staff Relations Board decisions; arbitration tribunals relating to leave, discharge, dismissal, rates of pay, shift work, overtime, etc.

For Grievances — see 1295 series.

- 1270-0
  - Policy
  - 1 General
  - 2 Public Service Staff Relations Board decisions
  - 3 Federal Court of Appeal decisions
  - 4 Cases withdrawn from adjudication
  - 5
  - 6

## 1280 - STAFF RELATIONS — BARGAINING AGENTS

Includes correspondence relating to certification of bargaining agents by the Public Service Staff Relations Board; bargaining calendar; etc.

- 1280-0
  - 1 General
  - 2 Certification by Public Service Staff Relations Board
  - 3 Bargaining calendar
  - 4
  - 5

## 1285 - STAFF RELATIONS — COLLECTIVE AGREEMENTS AND INTERPRETATIONS

Includes correspondence relating to collective agreements or contracts including guidelines and interpretations; collective agreements by category to set forth certain terms and conditions of employment relating to pay, hours of work, employee benefits, etc.

- 1285-0
  - 1 General
  - 2 Interpretations
  - 3
  - 4
  - A1 Administrative and Foreign Service Category
  - A2 Administrative Support Category
  - O1 Operational Category
  - S1 Scientific and Professional Category
  - T1 Technical Category

## 1290 - STAFF RELATIONS — DISCIPLINE

Includes policies and procedures for disciplinary actions relating to misconduct, intoxication, misuse of government property, etc.

- 1290-0
  - Policy and procedures
  - 1 General
  - 2 Discharge
  - 3
  - 4
  - 5

**1295 - STAFF RELATIONS — GRIEVANCES**

Includes correspondence relating to policies, methods and procedures for handling grievances and complaints of employees; individual case files; etc.

For grievance adjudications — see 1270 series.

**1295-0 Policy and procedures**

-1 General

-2 Classification

-3

-4

-

Individual cases by name

**1300 - STAFF RELATIONS — MANAGERIAL AND CONFIDENTIAL EXCLUSIONS**

Includes correspondence relating to managerial and confidential exclusions from collective bargaining agreements, contracts, etc.

**1300-0 Policy**

-1 General

-2 Casual and part time employees

-3 Public Service Staff Relations Board decisions

-4 Reports

-5

-6

**1305 - STAFF RELATIONS — UNION RELATIONS**

Includes correspondence relating to relationships between management and employees' unions, groups or associations; use of employers' facilities; union dues; etc.

For certification of bargaining agents — see 1280 series.

**1305-0**

-1 General

-2 Use of employers' facilities

-3 Bulletin boards

-4 Union representatives and shop stewards

-5 Union dues — general

— check-off

-5-1

-5-2

-6

-7

**1310 - STUDIES, SURVEYS, SYSTEMS, ETC.**

Includes correspondence relating to personnel management surveys, studies and systems.

**1310-0**

-1 General

-2 Central Personnel Records Systems for the Public Service (CPRS)

-3 Personnel management information system

-4 Personnel management evaluation system

-5 Survey of benefit usage in the Public Service

-6

-7

**1320 - SUPERANNUATION AND PENSION PLANS**

Includes correspondence relating to superannuation, Canada Pension Plan, reciprocal transfer agreements, etc.

For retirement and separations — see 1240 series.

1320-0

- 1 General
- 2 Canada Pension Plan
- 3 Reciprocal transfer agreements
- 4
- 5

**1330 - TRAINING AND DEVELOPMENT — GENERAL**

Includes correspondence relating to the general administration of training functions and activities: training schedules, directives, etc.

For leave and holidays — see 1170 series.

1330-0

- Policy
- 1 General
- 2 Educational leave
- 3 Fellowships and scholarships
- 4
- 5

**1335 - TRAINING AND DEVELOPMENT — COURSES — GENERAL**

Includes correspondence relating to courses, types of courses, course content, attendance records, evaluation reports and comments, etc.

1335-0

- 1 General
- 2 Evening and correspondence courses
- 3 Records management course
- 4
- 5

**1340 - TRAINING AND DEVELOPMENT — COURSES — DEPARTMENTAL**

Includes correspondence relating to departmental courses, course content, attendance records, evaluation reports and comments, etc.

1340-0

- 1 General
- 2 Financial management
- 3 Pre-retirement
- 4
- 5

**1345 - TRAINING AND DEVELOPMENT — COURSES — PUBLIC SERVICE COMMISSION**

Includes correspondence relating to Public Service courses.

1345-0

- 1 General
- 2 Calendar of courses
- 3 Educational Resources Inventory (ERI) news
- 4 Management analysis course
- 5
- 6

**1350 - TRAINING AND DEVELOPMENT — LANGUAGE — GENERAL**

Includes language training and training courses; nominations for language training; etc.

For language training replacements — see 1035 series.

1350-0

- Policy
- 1 General
- 2
- 3
- 4
- 5

**1355 - TRAINING AND DEVELOPMENT — LANGUAGE — ENGLISH**

Includes English language training and training courses; nominations for language training; etc.

For language training replacements — see 1035 series.

1355-0

- 1 General
- 2 Nominations
- 3
- 4

**1360 - TRAINING AND DEVELOPMENT — LANGUAGE — FRENCH**

Includes French language training and training courses; nominations for language training; etc.

For language training replacements — see 1035 series.

1360-0

- 1 General
- 2 Nominations
- 3
- 4

## 1365 - TRAINING AND DEVELOPMENT — PLANS

Includes correspondence reflecting the overall programming and scheduling of training and development plans.

1365-0

- 1 General
- 2
- 3
- 4
- 74 Annual training plan — 1974
- 75 — 1975

## 1385 - WELFARE

Includes correspondence relating to morale, counselling, welfare and recreation matters.

1385-0

- 1 General
- 2 Day care centre programs
- 3 Sports and recreation
- 4 Counselling — general
  - 4-1 — alcoholism
  - 4-2 — drugs
- 5
- 6



**PART 2**

**OPERATIONAL**

**PRIMARY NUMBERS**  
**AND**  
**PRIMARY SUBJECTS**

**2000 - 9999**

SECTION	TITLE	NUMBER RANGE
1	TOURISM — GENERAL	2000 - 2099
2	ACCOMMODATION	2100 - 2199
3	PARKS	2200 - 2299
4	PRIVATE ENTERPRISE	2300 - 2399
5	PROFESSIONAL SPORTS	2400 - 2499
6	RECREATION AND AMATEUR SPORTS	2500 - 2599
7	TRAVEL	2600 - 2699
8	YOUTH	2700 - 2799



**PART 2**

**SECTION 1**

**TOURISM — GENERAL**

**PRIMARY NUMBERS**

**2000 - 2099**

**Section 1 covers a wide variety of subjects relating to operational responsibilities of the Department of Tourism which are not included in the remaining Sections 2 to 8.**



**2000 — TOURISM — GENERAL — 2099**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

2000	Tourism — General
2015	Celebrations
2020	Exhibitions — Municipal
2025	Expositions — General
2030	Expo 76
2055	Man and His World
2065	Promotion and Development — General
2070	— Programs
2075	Provincial
2080	Resources



## 2000 — TOURISM — GENERAL — 2099

### 2000 - TOURISM — GENERAL

Includes correspondence of a general nature relating to tourism activities not shown elsewhere in this block.

- 2000-0      Policy
- 1      General
- 2      Encouragement
- 3      Tourists from the United States
- 4
- 5

### 2015 - CELEBRATIONS

Includes correspondence relating to participation in community activities such as carnivals, festivals and other special events.

- 2015-0      General
- 1      Oktoberfest — Kitchener, Ontario
- 2      Ottawa Tulip Festival
- 3      Quebec Carnival
- 4      Grey Cup
- 5
- 6
- 7

### 2020 - EXHIBITIONS — MUNICIPAL

Includes correspondence relating to the participation in, support of, etc. municipal exhibitions.

- 2020-0      General
- 1      Canadian National Exhibition, Toronto, Ontario
- 2      Pacific National Exhibition, Vancouver, British Columbia
- 3      Ottawa Winter Fair
- 4
- 5
- 6

### 2025 - EXPOSITIONS — GENERAL

Includes correspondence relating to participation in, support of, etc. expositions.

- 2025-0      General
- 1      Osaka, Japan
- 2
- 3
- 4

**2030 - EXPO 76**

Includes correspondence relating to participation in, support of, etc. Expo 76.

2030-0

- 1 General
- 2 Exhibits
- 3 Closing of Expo 76
- 4
- 5

**2055 - MAN AND HIS WORLD**

Includes correspondence relating to participation in, support of, etc. Man and His World.

2055-0

- 1 General
- 2 Financing
- 3 Construction
- 4 Passes
- 5
- 6

**2065 - PROMOTION AND DEVELOPMENT — GENERAL**

Includes correspondence relating to the promotion and development of the tourist industry.

2065-0

- Policy
- 1 General
- 2 Attraction of tourists from other countries
- 3
- 4

**2070 - PROMOTION AND DEVELOPMENT — PROGRAMS**

Includes correspondence relating to programs to attract tourists; liaison with associations, clubs, etc.

2070-0

- 1 General
- 2 Knights of Columbus Club
- 3 Shriners Club
- 4 Zonta Club
- 5
- 6

**2075 - PROVINCIAL**

Includes correspondence relating to co-operation with the provinces regarding tourism.

2075-1

- Newfoundland
- 2 Prince Edward Island
- 3 Nova Scotia
- 4 New Brunswick
- 5 Quebec
- 6 Ontario
- 7 Manitoba
- 8 Saskatchewan
- 9 Alberta
- 10 British Columbia

**2080 - RESOURCES**

Includes correspondence relating to the utilization of natural resources to further tourism.

- 2080-0      Policy
  - 1      General
  - 2      Wildlife preservation
  - 3      Opening of lakes to tourists
  - 4      Nature trails
  - 5
  - 6



**PART 2**

**SECTION 2**

**ACCOMMODATION**

**PRIMARY NUMBERS**

**2100 - 2199**

Section 2 is concerned with *operational* subjects relating to accommodation and related facilities such as eating and drinking as they affect the public. Accommodation relating to the needs of the department itself is dealt with under Administration — Buildings and Properties.



**2100 — ACCOMMODATION — 2199**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 2100      Accommodation — General**
- 2110      Cabins**
- 2115      Camping — Other than in Parks**
- 2125      Eating Establishments**
- 2135      Hostels**
- 2140      Hotels**
- 2155      Motels**
- 2165      Private Homes**
- 2175      Rates**
- 2185      Trailer Court Sites**



## 2100 — ACCOMMODATION — 2199

### 2100 - ACCOMMODATION — GENERAL

Includes correspondence relating to the availability, supervision, recommendation, etc. of tourist accommodation. These are operational records created because of the nature of this Department.

2100-0

- 1 General
- 2 Advertising for accommodation
- 3 Guest lists
- 4
- 5

### 2110 - CABINS

2110-0

- 1 General
- 2 Cabins with electricity
- 3 Heated cabins
- 4 Housekeeping cabins
- 5 Log cabins
- 6
- 7

NOTE: Definitions have not been included for numbers 2110 to 2185.

### 2115 - CAMPING — OTHER THAN IN PARKS

(See also 2210 series)

2115-0

- 1 General
- 2 Fees
- 3 Municipal camping grounds
- 4
- 5

### 2125 - EATING ESTABLISHMENTS

2125-0

- 1 General
- 2 Approved eating establishments
- 3 Restaurant services
- 4
- 5

### 2135 - HOSTELS

(See also 2740 series)

2135-0

- 1 General
- 2 Youth
- 3 Rates
- 4
- 5

**2140 - HOTELS**

2140-0

- 1 General
- 2 Reservations
- 3 Parking arrangements
- 4 Railway hotels
- 5 Check-out hours
- 6
- 7

**2155 - MOTELS**

2155-0

- 1 General
- 2 Reservations
- 3 Restrictions — general
  - 3-1 — involving liquor
- 4 With swimming facilities
- 5
- 6

**2165 - PRIVATE HOMES**

2165-0

- 1 General
- 2 Rates
- 3 Cooking facilities
- 4 Noise
- 5
- 6

**2175 - RATES**

(See also under the various types of accommodation)

2175-0

- 1 General
- 2 Seasonal
- 3 Off season
- 4
- 5

**2185 - TRAILER COURT SITES**

2185-0

- 1 General
- 2 Facilities available
- 3 Reservations of trailer space
- 4 Rates
- 5 Recreation
- 6
- 7

**PART 2**  
**SECTION 3**  
**PARKS**  
**PRIMARY NUMBERS**  
**2200 - 2299**

**Section 3 covers those subjects relating to the attractions and the facilities available to tourists within federal, provincial and other parks.**



**2200 — PARKS — 2299**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 2200      **Parks — General**
- 2210      **Camping and Campsites**
- 2215      **Conservation**
- 2240      **Licences and Permits**
- 2245      **Mineral Springs**
- 2250      **National Parks — General**  
2255              **— Individual**
- 2260      **Paths and Trails**
- 2265      **Provincial Parks**
- 2275      **Sanctuaries**
- 2285      **Wildlife — General**  
2288              **— Animals**  
2291              **— Birds**  
2294              **— Fish**



## 2200 — PARKS — 2299

### 2200 - PARKS — GENERAL

2200-0

- 1 General
- 2 Attractions
- 3 Damage to
- 4
- 5

NOTE: Definitions have not been included for numbers 2200 to 2265.

### 2210 - CAMPING AND CAMPSITES

(See also 2115 series)

2210-0

- 1 General
- 2 Campsites
- 3 Fees
- 4 Regulations — general
- 4-1 — campfires
- 5
- 6

### 2215 - CONSERVATION

2215-0

- 1 General
- 2 Controls
- 3
- 4

### 2240 - LICENCES AND PERMITS

2240-0

- Policy
- 1 General
- 2 Fire permits
- 3 Fishing licences and permits
- 4
- 5

### 2245 - MINERAL SPRINGS

2245-0

- 1 General
- 2 Bathing facilities
- 3 Therapeutic effect of mineral springs
- 4 Swimming in mineral waters
- 5
- 6

**2250 - NATIONAL PARKS — GENERAL**

2250-0

- 1 General
- 2 Regulations — general
  - 2-1 — fish
  - 2-2 — game
- 3
- 4

**2255 - NATIONAL PARKS — INDIVIDUAL**

- B1 Banff
- C1 Cape Breton Highland
- E1 Elk Island
- F1 Forillon
- F2 Fundy

**2260 - PATHS AND TRAILS**

2260-0

- 1 General
- 2 Footbridges and walks
- 3 Hiking paths and trails
- 4
- 5

**2265 - PROVINCIAL PARKS**

2265-1

- 1 Newfoundland
- 2 Prince Edward Island
- 3 Nova Scotia
- 4 New Brunswick
- 5 Quebec
- 6 Ontario
- 7 Manitoba
- 8 Saskatchewan
- 9 Alberta
- 10 British Columbia

**2275 - SANCTUARIES**

Includes wildlife preserves to increase and maintain diversity of wildlife species; to protect the breeding, roosting and feeding grounds, etc.

2275-0

- 1 General
- 2 Breeding grounds
- 3
- 4

**2285 - WILDLIFE — GENERAL**

Includes the science of dealing with the animal and bird kingdom, the physiology, classification, habits, etc. of its members.

**2285-0**

- 1 General
- 2 Population
- 3 Protection
- 4
- 5

**2288 - WILDLIFE — ANIMALS**

**2288-0**

- 1 General
- 2 Antelope
- 3 Buffalo — general
  - 3-1 — compounds
- 4 Coyotes
- 5 Deer
- 6
- 7

NOTE: Definitions have not been included for numbers 2288 to 2294.

**2291 - WILDLIFE — BIRDS**

**2291-0**

- 1 General
- 2 Ducks
- 3 Geese
- 4 Whooping cranes
- 5
- 6

**2294 - WILDLIFE — FISH**

**2294-0**

- 1 General
- 2 Limits
- 3 Fishing seasons
- 4
- 5



**PART 2**  
**SECTION 4**  
**PRIVATE ENTERPRISE**  
**PRIMARY NUMBERS**  
**2300 - 2399**

**Section 4 includes those areas of responsibility relating to tourist attractions and related services which are sponsored by private interests.**



**2300 - PRIVATE ENTERPRISE - 2399**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 2300      Private Enterprise — General**
- 2320      Events and Attractions**
- 2325      Exhibitions, Stampedes**
- 2335      Informational Material**
- 2340      Lodges and Resorts**
- 2350      Museums, Planetariums, etc.**
- 2360      Outdoor Attractions**
- 2375      Shopping**
- 2385      Transportation**



## 2300 - PRIVATE ENTERPRISE - 2399

### 2300 - PRIVATE ENTERPRISE — GENERAL

2300-0

- 1 General
- 2 Available lots for industry
- 3 Municipal grants
- 4 Local improvements
- 5
- 6

NOTE: Definitions have not been included for numbers 2300 to 2385.

### 2320 - EVENTS AND ATTRACTIONS

2320-0

- 1 General
- 2 Concerts — general
- 2-1 — band
- 3 Sailing events and attractions
- 4
- 5

### 2325 - EXHIBITIONS, STAMPEDES

2325-0

- 1 General
- 2 Central Canada Exhibition, Ottawa
- 3 Canadian National Exhibition, Toronto
- 4 Pacific National Exhibition, Vancouver
- 5 Calgary Stampede
- 6
- 7

### 2335 - INFORMATIONAL MATERIAL

2335-0

- 1 General
- 2 Maps
- 3 Pamphlets, brochures
- 4 Shopping guides
- 5
- 6

### 2340 - LODGES AND RESORTS

2340-0

- 1 General
- 2 Ski lodges
- 3 Entertainment
- 4 Summer resorts
- 5
- 6

2350 - MUSEUMS, PLANETARIUMS, ETC.

2350-0

- 1 General
- 2 Planetariums
- 3 Museums
- 4 Waxworks
- 5
- 6

2360 - OUTDOOR ATTRACTIONS

2360-0

- 1 General
- 2 Amusement parks
- 3 Botanical gardens
- 4 Zoos
- 5
- 6

2375 - SHOPPING

2375-0

- 1 General
- 2 Hours of shopping
- 3 Sales tax
- 4 Canada — United States customs duties
- 5 Shopping centres
- 6
- 7

2385 - TRANSPORTATION

2385-0

- Policy
- 1 General
- 2 Automobile rentals
- 3 Taxis
- 4
- 5

**PART 2**

**SECTION 5**

**PROFESSIONAL SPORTS**

**PRIMARY NUMBERS**

**2400 - 2499**

**Section 5** relates to the numerous professional sports events including, for example, baseball, football and hockey. Files exist for each league, for each team within that league, as well as subject files of a general nature.



**2400 - PROFESSIONAL SPORTS - 2499**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 2400 Professional Sports — General
- 2410 Baseball
- 2430 Football — General
  - 2435 — Canadian Football League — General
  - 2440 — Canadian Football League — Eastern Conference
  - 2442 — Canadian Football League — Western Conference
  - 2445 — Minor Leagues
- 2460 Hockey — General
  - 2465 — National Hockey League
  - 2470 — World Hockey Association



## 2400 - PROFESSIONAL SPORTS - 2499

### 2400 - PROFESSIONAL SPORTS — GENERAL

2400-0

- 1 General
- 2 Artificial turf
- 3
- 4

NOTE: Definitions have not been included for numbers 2400 to 2470.

### 2410 - BASEBALL

2410-0

- 1 General
- 2 American League, United States of America
- 3 National League, United States of America
- 4
- 5

### 2430 - FOOTBALL — GENERAL

2430-0

- 1 General
- 2 Creation of new football leagues
- 3 Standard size footballs
- 4 Regulations
- 5 American Football League, United States of America
- 6 National Football League, United States of America
- 7
- 8

### 2435 - FOOTBALL — CANADIAN FOOTBALL LEAGUE — GENERAL

2435-0

- 1 General
- 2 Imports
- 3 Referees and linesmen
- 4 All star games
- 5
- 6

### 2440 - FOOTBALL — CANADIAN FOOTBALL LEAGUE — EASTERN CONFERENCE

2440-0

- 1 General
- 2 Hamilton Tiger Cats
- 3 Montreal Alouettes
- 4 Ottawa Roughriders
- 5 Toronto Argonauts
- 6
- 7

**2442 - FOOTBALL — CANADIAN FOOTBALL LEAGUE — WESTERN CONFERENCE**

2442-0

- 1 General
- 2 B.C. Lions
- 3 Calgary Stampeders
- 4 Edmonton Eskimos
- 5 Saskatchewan Roughriders
- 6 Winnipeg Blue Bombers
- 7
- 8

**2445 - FOOTBALL — MINOR LEAGUES**

2445-0

- 1 General
- 2 NDG Maple Leafs
- 3 Ottawa Sooners
- 4 Saskatoon Hilltops
- 5
- 6

**2460 - HOCKEY — GENERAL**

2460-0

- 1 General
- 2 Hockey Hall of Fame
- 3 Officials
- 4

**2465 - HOCKEY — NATIONAL HOCKEY LEAGUE**

2465-0

- 1 General
- 2 Salaries
- 3 All star games
- 4
- 5

**2470 - HOCKEY — WORLD HOCKEY ASSOCIATION**

2470-0

- 1 General
- 2 Salaries
- 3
- 4

## **PART 2**

### **SECTION 6**

#### **RECREATION AND AMATEUR SPORTS**

#### **PRIMARY NUMBERS**

**2500 - 2599**

**Section 6 relates to the availability and the encouragement of recreational activities and sports of a non-professional nature.**



**2500 — RECREATION AND AMATEUR SPORTS — 2599**

**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 2500**      Recreation and Amateur Sports — General
- 2505**      Auto Racing
- 2525**      Fishing
- 2555**      Olympics
- 2560**      Physical Fitness
- 2570**      Summer Sports
- 2580**      Tournaments
- 2590**      Winter Sports



## 2500 — RECREATION AND AMATEUR SPORTS — 2599

### 2500 - RECREATION AND AMATEUR SPORTS — GENERAL

2500-0

- 1 General
- 2
- 3

NOTE: Definitions have not been included for numbers 2500 to 2590.

### 2505 - AUTO RACING

2505-0

- 1 General
- 2 Midget cars
- 3 Stock cars
- 4
- 5

### 2525 - FISHING

2525-0

- 1 General
- 2 Permits
- 3 Ice fishing
- 4 Seasons
- 5
- 6

### 2555 - OLYMPICS

2555-0

- 1 General
- 2 Financing of games
- 3 Summer
- 4 Winter
- 5
- 6

### 2560 - PHYSICAL FITNESS

2560-0

- 1 General
- 2 Cycling
- 3 Jogging
- 4 Push ups
- 5
- 6

2570 - SUMMER SPORTS

2570-0  
-1 General  
-2 Badminton  
-3 Golf  
-4 Tennis  
-5  
-6

2580 - TOURNAMENTS

2580-0  
-1 General  
-2 Basketball  
-3 Swimming  
-4 Tennis  
-5  
-6

2590 - WINTER SPORTS

2590-0  
-1 General  
-2 Skating  
-3 Skiing  
-4 Sledding  
-5  
-6

**PART 2**  
**SECTION 7**  
**TRAVEL**  
**PRIMARY NUMBERS**  
**2600 - 2699**

**Section 7 includes subjects relating to all types of public travel, including arrangements of an operational area. It does not include travel and related arrangements of departmental officials in the conduct of their duties.**



**2600 — TRAVEL — 2699**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 2600      Travel — General
- 2605      Air — General
- 2610      — Reservations, Rates and Schedules
- 2615      Auto Travel
- 2635      Highway Travel — General
- 2640      — Trailers
- 2655      Motor Leagues
- 2670      Rail — General
- 2675      — Reservations, Rates and Schedules
- 2680      Research Surveys
- 2685      Senior Citizens
- 2690      Traffic Accidents



## 2600 — TRAVEL — 2699

### 2600 - TRAVEL — GENERAL

- 2600-0 Policy
- 1 General
- 2 Travel Bureaus
- 3
- 4

NOTE: Definitions have not been included for numbers 2600 to 2690.

### 2605 - AIR — GENERAL

- 2605-0
- 1 General
- 2 Economy class
- 3 Excursions
- 4 Strikes — general
- 4-1 — Air Canada
- 4-2 — Canadian Pacific Airlines
- 5
- 6

### 2610 - AIR — RESERVATIONS, RATES AND SCHEDULES

- 2610-0
- 1 General
- 2 Reservations
- 3 Rates
- 4 Schedules
- 5
- 6

### 2615 - AUTO TRAVEL

- 2615-0
- 1 General
- 2 Gasoline shortages
- 3 Speed limits
- 4
- 5

### 2635 - HIGHWAY TRAVEL — GENERAL

- 2635-0
- 1 General
- 2 Buses
- 3 Truck traffic
- 4
- 5

**2640 - HIGHWAY TRAVEL — TRAILERS**

2640-0

- 1 General
- 2 Boat trailer traffic
- 3 Tent trailer traffic
- 4 Mobile homes on highways
- 5
- 6

**2655 - MOTOR LEAGUES**

2655-0

- 1 General
- 2 Insurance
- 3 Membership
- 4 Maps
- 5
- 6

**2670 - RAIL — GENERAL**

2670-0

- 1 General
- 2 Excursions
- 3 Stop overs
- 4
- 5

**2675 - RAIL — RESERVATIONS, RATES AND SCHEDULES**

2675-0

- 1 General
- 2 Reservations
- 3 Rates
- 4 Schedules
- 5
- 6

**2680 - RESEARCH SURVEYS**

2680-0

- 1 General
- 2 On tourist travel from foreign countries
- 3 Survey on domestic travel
- 4
- 5

**2685 - SENIOR CITIZENS**

2685-0

- 1 General
- 2 Reduced fares
- 3 Senior citizen tours
- 4
- 5

**2690 - TRAFFIC ACCIDENTS**

2690-0

- 1 General
- 2 Compact cars
- 3 First aid to traffic victims
- 4 Injury and death statistics
- 5 Holiday weekends
- 6
- 7



**PART 2**  
**SECTION 8**  
**YOUTH**  
**PRIMARY NUMBERS**  
**2700 - 2799**

**Section 8 includes subjects relating to the travel habits of to-day's youth with the related concerns for temporary accommodation, employment and safety.**



**2700 — YOUTH — 2799**  
**PRIMARY NUMBERS AND PRIMARY SUBJECTS**

- 2700**      Youth — General
- 2705**      Appearance and Behaviour
- 2720**      East Coast
- 2725**      Employment
- 2735**      Hitch Hiking
- 2740**      Hostels
- 2765**      Outdoor Activities
- 2790**      West Coast



## 2700 — YOUTH — 2799

### 2700 - YOUTH — GENERAL

2700-0

- 1 General
- 2 Cultural exchange programs
- 3 Migration of youth
- 4 Missing persons
- 5
- 6

NOTE: Definitions have not been included for numbers 2700 to 2790.

### 2705 - APPEARANCE AND BEHAVIOUR

2705-0

- 1 General
- 2 Deportment
- 3 Dress
- 4
- 5

### 2720 - EAST COAST

2720-0

- 1 General
- 2 Cultural problems
- 3 Drug problems
- 4
- 5

### 2725 - EMPLOYMENT

2725-0

- 1 General
- 2 Advertisements for help
- 3 Tobacco pickers
- 4 Fruit pickers
- 5
- 6

### 2735 - HITCH HIKING

2735-0

- 1 General
- 2 Dangers
- 3 Stranded hikers
- 4 Female hikers
- 5
- 6

2740 - **HOSTELS**  
(See also 2135 series)

2740-0  
-1 General  
-2 Financing  
-3 Rules  
-4 Supervision  
-5  
-6

2765 - **OUTDOOR ACTIVITIES**

2765-0  
-1 General  
-2 Auto races  
-3 Open air concerts  
-4 Motor cycle competitions  
-5  
-6

2790 - **WEST COAST**

2790-0  
-1 General  
-2 Hospitality on the coast near Vancouver  
-3 Drug problems  
-4 Mild west coast climate  
-5  
-6

# PART 3

# CODES



# CODES

## I. DEFINITION

A code is a symbol used to abbreviate or identify a particular location, organization, etc., in place of the proper name and title to aid in speeding the classification, filing and retrieval of records.

## II. CODE DESIGN

A coding scheme should be designed to permit quick comprehension and use. Codes should be:

- A. Short — each symbol should be restricted to a few characters (letters and/or numbers) preferably not more than four: e.g. A1, 1/0, 10/12;
- B. Simple — a complex arrangement with variations in composition should be avoided. Complex coding schemes create problems in subject filing and do not serve the purpose for which they were created;
- C. Meaningful — if practical, the symbol for codes should be meaningful rather than abstract. For example, use such concrete characters as: the last two digits of a year, a contract number, a form number, a vehicle number, etc.;
- D. Flexible — the coding symbols must be flexible to permit additions of new names and organizations, etc., without changing the symbols already assigned and without breaking the continuity of the pattern.

Codes are used as a suffix (never a prefix) in conjunction with a primary and/or secondary number, thereby identifying a particular subject for a given location, organization, etc.

## III. DETERMINING THE NEED FOR CODES

### A. General

The size of a department or agency, autonomy of branches, divisions or services, and diversity of programs should be considered carefully by the records manager or systems analyst in determining the need for codes.

In many government departments and agencies, codes may be required for one, two, or all of the following areas:

1. Associations, Clubs, Institutes, Leagues, Societies;
2. Committees, Commissions, Councils, Panels, Task Forces;
3. Conferences, Meetings, Symposia;
4. Colleges, Schools, Universities;
5. Companies, Corporations, Firms;
6. Geographical Locations, i.e. Countries;
7. Provinces of Canada;
8. Municipalities;

9. Federal Government Departments and Agencies;
10. Organizational Structure of a Department or Agency.

## B. Code Symbols

### 1. General

A code symbol is not required generally under a specific primary number and subject unless more than fifteen such code symbols are required. When there is not sufficient need for these code symbols, then the secondary and/or tertiary numbers will provide the same aids as the code symbols.

When more than fifteen symbols are required, use should also be made of other devices such as mnemonic (memory) aids as discussed previously, e.g. -74 to represent the year 1974.

### 2. Alpha Numeric

The most obvious and the most widely used code symbols are the alpha numeric. Examples of these are:

<u>PRIMARY</u>	<u>160</u>	<u>ASSOCIATIONS, CLUBS, SOCIETIES</u>
	-0	
	-1	General
	-2	Membership and Fees
<u>CODE</u>	-A1	American Records Management Association
<u>PRIMARY</u>	<u>200</u>	<u>COMMITTEES</u>
	-0	
	-1	General
	-2	Inventory of Federal/Provincial Committees
<u>CODE</u>	-A1	Advisory Committee on Northern Development
<u>PRIMARY</u>	<u>250</u>	<u>COMPANIES, CORPORATIONS, FIRMS</u>
	-0	
	-1	General
<u>CODE</u>	-A1	Allied Building Company

In the above arrangement, the code "A1" is NOT standardized throughout the coding scheme to stand always for a given organization. The code "A1" has been used to represent an association, a committee and a company. The *primary* numbers and subjects identify the code as being an association, committee or company.

## C. Department or Agency Organization Code Structure

If organizational codes are required, a numeric system should be used for the organizational structure of a department or agency, including its field offices, to provide adequate expansion possibilities. Also, these codes are frequently used with several different primary numbers and subjects such as Administration, Organization, Establishment, Reports and Statistics, Visits, etc.

Numbers beginning at "1" are allotted for the department or agency concerned as a whole. The branches, divisions and field offices are allotted further numbers beginning at "2" and upwards. The sections or units of a branch, division, or field office are brought together by an oblique stroke "/" and a number, as in the following examples:

1/ Department of Tourism

1/0 General

2/ Minister's Office

2/0 General

2/1

2/2

3/ Deputy Minister's Office

3/0 General

3/1

3/2

4/ Assistant Deputy Minister – Parks

4/0 General

4/1

4/2

5/ Assistant Deputy Minister – Recreation

5/0 General

5/1

5/2

6/ Administrative Services Branch

6/0 General

6/1 Administrative Services Division

6/2 Department Library

6/3 Financial Services Division

6/4 Information Services

6/5 Materiel Management Division

6/6

6/7

7/ Personnel Branch

7/0 General

7/1 Classification Division

7/2 Staffing and Development Division

7/3 Staff Relations Division

7/4

7/5

8/ Parks Branch

8/0 General

8/1 Planning Division

8/2 Resources Division

8/3

8/4

9/ Recreation Branch

9/0 General

9/1 Outdoor Recreation Division

9/2 Professional Sports Division

9/3

9/4

10/

to Unallotted

19/

20/ Eastern Region

20/0 General

20/1 Regional Office — Halifax, Nova Scotia

20/2 District Office — St. John's, Newfoundland

20/3 — Saint John, New Brunswick

20/4

20/5

21/ Quebec Region

21/0 General

21/1 Regional Office — Montreal, Quebec

21/2 District Office — Hull, Quebec

21/3 — Sherbrooke, Quebec

21/4

21/5

22/ Ontario Region

22/0 General

22/1 Regional Office — Toronto, Ontario

22/2 District Office — London, Ontario

22/3 — Ottawa, Ontario

22/4 — North Bay, Ontario

22/5 — Thunder Bay, Ontario

22/6

22/7

23/ Central Region

23/0 General

23/1 Regional Office — Winnipeg, Manitoba

23/2 District Office — Brandon, Manitoba

23/3 — Regina, Saskatchewan

23/4

23/5

24/ Western Region

24/0 General

24/1 Regional Office — Vancouver, British Columbia

24/2 District Office — Kamloops, British Columbia

24/3 — Victoria, British Columbia

24/4 — Calgary, Alberta

24/5 — Edmonton, Alberta

#### D. Codes with Secondary Numbers

A code may be used with secondary numbers to indicate a particular subject file for a given location, organization, etc. For example:

<b>PRIMARY</b>	<b>446</b>	<b>REPORTS AND STATISTICS — QUARTERLY</b>
	-0	
	-1	General
	-2	Summary reports — general
	-2-20/1	— Regional Office, Halifax, Nova Scotia
	-2-21/1	— Regional Office, Montreal, Quebec

#### E. Provinces of Canada

When there is a requirement to establish codes for the provinces of Canada, a straight numeric number may be allotted. The provinces should be numbered geographically from east to west. Since this arrangement could appear in a number of places throughout the system, a specific province would then always be numbered consistently and the number remembered. For example:

#### **142 ACTS AND LEGISLATION — PROVINCIAL**

- 1 Newfoundland
- 2 Prince Edward Island
- 3 Nova Scotia
- 4 New Brunswick
- 5 Quebec
- 6 Ontario
- 7 Manitoba
- 8 Saskatchewan
- 9 Alberta
- 10 British Columbia

Further examples are shown in the file listings of the various Sections of Parts 1 and 2 of this *Guide*. In this instance, *only* is -1 used for other than "General".

The records manager should be aware of any secondary uses for the records. For example, many departments or agencies administer programs involving liaison with the provinces. It may be adequate to maintain a file for each province, however, a user periodically may require groups of files concerning types of industries for a given province. Under primary number 2075, the files could be arranged as follows:

#### **2075 TOURISM — PROVINCIAL — INDUSTRY**

- 1 Newfoundland — industry, general
  - 1-1 — pottery industry
  - 1-2 — weaving industry
- 2 Prince Edward Island — industry, general
  - 2-1 — pottery industry
  - 2-2 — weaving industry

NOTE: The numbers standing for both the provinces and the types of industries are **standardized**.

Again, a user periodically may require groups of files concerning specific industries arranged by province. Under primary 2075, the files could be arranged as follows:

**2075      TOURISM — INDUSTRY — PROVINCIAL**

- 2      Pottery Industry — provincial, general
  - 2-1              — Newfoundland
  - 2-2              — Nova Scotia
  - 2-3              — New Brunswick
  
- 3      Weaving Industry — provincial, general
  - 3-1              — Newfoundland
  - 3-2              — Nova Scotia
  - 3-3              — New Brunswick

NOTE: Only the numbers standing for the provinces are standardized.

## PART 4

## INDEX

**This alphabetical index includes only administrative primary subjects and sub-subjects in Part 1.**

**The operational records in Part 2 relating to a fictitious Department of Tourism have not been included. These subjects have no common interest to government departments and agencies. Normally the operational primary subjects and sub-subjects would be included in this index.**

**“See” is used to indicate a cross-reference only, *not* a file on the subject listed specifically.**



# A

## “A” BUDGETS:

— General .....	908-1
— By year .....	See 908 series

## ABANDONMENT:

— Of positions .....	1240-3
----------------------	--------

## ABBREVIATIONS:

— General .....	100-2
-----------------	-------

## ACCESS:

— To public records .....	See 420 series
---------------------------	----------------

## ACCESSIONS(ing):

— Library .....	See 355 series
— Records retention and disposal .....	See 430 series

## ACCIDENTS:

— General .....	110-1
— Aircraft .....	See 110 series
— Claims — general .....	See 110 series
— motor vehicles .....	See 116 series
— Equipment .....	See 110 series
— Explosives .....	See 110 series
— Investigations .....	See 110:116 series
— Motor vehicle — general .....	115-1
— individual .....	See 116 series
— prevention — general .....	115-2
— safe driving week .....	115-2-1
— skilled driving competitions .....	115-2-2
— safety .....	115-2
— Personal .....	See 1005 series
— Prevention and safety — general .....	110-2
— motor vehicles .....	115-2
— Railway .....	See 110 series
— Ship .....	See 110 series

## ACCOMMODATION:

— General .....	505-1
— Allocation of space .....	See 505 series
— Offers of space .....	505-2
— Open office landscaping .....	505-4
— Planning .....	505-3
— Reports — general .....	510-1
— DPW status reports .....	510-2
— monthly reports .....	510-3
— Requirements .....	505-3

## ACCOMPLISHMENTS:

— Program .....	See 410 series
-----------------	----------------

**ACCOUNTING:**

— General .....	855-1
— Buildings and properties .....	515-1
— Cash — general .....	858-1
— blotters .....	858-2
— control records .....	858-3
— policy .....	858-0
— receipt journals .....	See 858 series
— Equipment and supplies — general .....	705-1
— furniture and furnishings .....	705-2
— office appliances .....	705-3
— Procedures .....	855-2

**ACCOUNTS:**

— General .....	855-1
— Payable — general .....	862-1
— advertising .....	862-2
— individual .....	See 864 series
— postage .....	862-3
— printing .....	862-4
— Public .....	855-3
— Receivable — general .....	870-1
— individual .....	See 874 series
— outstanding .....	870-2
— uncollectible .....	870-3
— write-offs .....	870-3
— Standing advances — general .....	878-1
— imprest bank .....	878-3
— petty cash .....	878-2
— travel .....	995-3

**ACHIEVEMENT:**

— Outstanding awards .....	1025-4
----------------------------	--------

**ACQUISITION(s):**

— Buildings — general .....	530-1
— leases .....	See 530 series
— mobile trailers .....	530-3
— purchase .....	See 530 series
— renewal of leases .....	530-2
— transfer .....	See 530 series
— Lands — general .....	595-1
— leases .....	595-3
— proposed sites .....	595-2
— purchase .....	See 595 series
— sites .....	See 595 series
— transfer .....	See 595 series
— Library .....	See 355 series

**ACTING:**

— Appointments .....	1010-2
— Pay regulations .....	1255-2

**ACTIVITY(ies):**

— Plans and programs .....	See 410 series
— Reports — general .....	440-2
— monthly — personnel .....	1230-2

**ACTS AND LEGISLATION:**

— General .....	120-1
— Departmental — general .....	125-1
— individual .....	See 125 series
— legislative program .....	See 125-2 series
— Federal — general .....	135-1
— individual .....	See 135 series
— Foreign — general .....	138-1
— individual .....	See 138 series
— Municipal by-laws .....	120-2
— Provincial — general .....	142-15
— individual .....	See 142 series

**ADDRESS(es):**

— Building .....	525-2
— Cards .....	830-2
— Corporations, companies, firms .....	See 250 series
— Information services .....	295-2
— Speeches .....	See 324 series

**ADJUDICATION:**

— General .....	1270-1
— Cases withdrawn .....	1270-4
— Federal Court of Appeal decisions .....	1270-3
— Policy .....	1270-0
— Public Service Staff Relations Board decisions .....	1270-2

**ADMINISTRATION(ive):**

— General .....	100-1
— Circulars .....	195-1
— Directives .....	195-1
— Foreign Service category — classification .....	See 1055:1060 series
— Manual .....	195-2
— Orders .....	195-1
— Organization .....	105-1
— Records retention and disposal schedules .....	430-4
— Reports and statistics .....	See 440 to 448 series
— Support category — classification .....	See 1055:1060 series
— Telecommunications Agency — general .....	210-3
— circulars .....	210-3-1
— Trainees .....	1185-3

**ADVANCES:**

— Standing — general .....	878-1
— imprest bank accounts .....	878-3
— petty cash .....	878-2
— travel .....	995-3
— Travel — general .....	995-1
— individual .....	See 995 series
— Working capital .....	962-1

**ADVERTISING:**

— General .....	298-1
— Accounts .....	862-2
— Employment and recruitment .....	1100-2
— Magazines .....	298-2
— Newspapers .....	298-2
— Periodicals .....	298-2

— Radio .....	298-3
— Television .....	298-4
<b>AFFIDAVITS:</b>	
— Commissioner of .....	350-3
<b>AGE:</b>	
— Extension of employment beyond 65 .....	1080-5
<b>AGENDA:</b>	
— Associations, clubs, institutes, leagues, societies .....	See 160 series
— Committees, boards, commissions, councils, etc. .....	See 200 series
— Conferences, meetings, symposia .....	See 220 series
<b>AGENTS:</b>	
— Bargaining .....	See 1280 series
<b>AGREEMENTS:</b>	
— General .....	150-1
— Collective .....	See 1285 series
— Equipment .....	700-2
— Financial .....	See 880 series
— Individual .....	See 150 series
— Record of .....	150-2
— Standing offer .....	See 825 series
— Superannuation — reciprocal transfer .....	1320-3
<b>AIR:</b>	
— Accidents .....	See 110 series
— Conditioning — general .....	655-1
— environmental control .....	655-2
— Travel .....	See 480 series
<b>AIRCRAFT:</b>	
— General .....	See 840 series
— Accidents .....	See 110 series
<b>ALARMS:</b>	
— Fire systems .....	565-1
— Protective alarms and intrusion detection systems .....	470-2
<b>ALBERTA:</b>	
— Acts and legislation .....	142-9
— Co-operation and liaison .....	242-9
<b>ALCOHOLISM:</b>	
— Counselling .....	1385-4-1
<b>ALLEGIANCE:</b>	
— Oaths of .....	1000-4
<b>ALLOCATION:</b>	
— Manpower .....	1205-3
— Space .....	See 505 series
<b>ALLOTMENT(s):</b>	
— Financial — general .....	884-1
— control .....	See 884 series

<b>ALLOWANCES:</b>	
— General .....	888-1
— Bilingual bonus .....	888-2
— Entertainment .....	958-3
— Foreign service .....	888-3
— Hospitality .....	958-2
— Isolated posts .....	See 888 series
— Travel — general .....	995-2
— individual .....	See 995 series
<b>ALTERATIONS AND REPAIRS:</b>	
— Buildings — general .....	535-1
— requisitions for services to DPW .....	535-2
— Equipment — general .....	780-1
— data processing .....	780-3
— furniture and furnishings .....	See 780 series
— office appliances .....	780-2
— Fences .....	See 615 series
— Furniture and furnishings .....	See 780 series
— Office appliances .....	780-2
— Parking areas .....	See 630 series
— Roads, sidewalks, streets .....	See 640 series
— Utilities .....	See 650 to 685 series
— Vehicles — general .....	840-3
— individual .....	See 842 series
— water .....	See 846 series
<b>AMUSEMENT:</b>	
— Taxes .....	See 992 series
<b>ANALYSIS:</b>	
— Job .....	See 1060 series
<b>ANNOUNCEMENTS:</b>	
— Of appointments .....	1010-3
<b>ANNUAL:</b>	
— Pay increases .....	1250-3
— Reports — general .....	442-1
— associations, clubs, societies, etc. .....	See 160 series
— records destroyed .....	430-2
— Reviews .....	See 410-2 series
<b>APPEALS:</b>	
— Competition .....	1090-3
— United charities .....	188-4
<b>APPLICATIONS:</b>	
— Employment .....	1085-1
— Parking .....	844-4
<b>APPOINTMENTS:</b>	
— General .....	1010-1
— Acting .....	1010-2
— Announcements .....	1010-3
— Term .....	1115-1

<b>APPRAISALS:</b>		
— Performance .....		1195-1
<b>APPRECIATION:</b>		
— Letters of .....		155-2
<b>APPROVAL:</b>		
— To attend conferences, meetings, symposia .....		220-2
<b>ARBITRATION:</b>		
— General .....	See 1270 series	
— Tribunals .....	See 1270 series	
<b>ARCHITECTURAL:</b>		
— Building designs .....		See 545 series
<b>ARTICLES:</b>		
— General .....		304-2
— For publication .....		304-2-1
<b>ASSESSMENT:</b>		
— Personnel .....		See 1195 series
<b>ASSIGNMENT:</b>		
— Career Assignment Program (CAP) .....		1185-2
<b>ASSOCIATIONS:</b>		
— General .....		160-1
— Fees .....		160-2
— Financial statements .....	See 160 series	
— Individual .....	See 160 series	
— Membership .....		160-2
— Minutes of meetings .....	See 160 series	
— Staff relations .....	See 1305 series	
<b>A.T.s:</b>		
— Administrative trainees career program .....		1185-3
<b>ATTENDANCE:</b>		
— General .....		1015-1
— Reports .....		1015-2
<b>ATTORNEY:</b>		
— Powers of .....		350-2
<b>AUDITOR GENERAL:</b>		
— Reports .....		See 895-3 series
<b>AUDITS(ing):</b>		
— General .....		892-1
— Classification — general .....		1050-3
— by Treasury Board .....		1050-3-1
— Equipment .....		See 705 series
— Internal .....		892-2
— Reports .....		See 895 series

**AUTHORITIES:**

— Correspondence signing .....	255-5
— Delegation of classification .....	1050-2
— Delegation of staffing .....	1080-2
— Financial signing .....	990-1
— Records retention and disposal .....	See 430 series

**AUTHORIZATION:**

— Approval to attend conferences, meetings, symposia .....	220-2
— Requests for travel .....	480-3

**AUTOMATION:**

— Data processing services — general .....	265-1
— studies .....	See 265-2 series
— surveys .....	See 265-2 series
— Equipment .....	See 735 series

**AUTOMOBILES:**

— General .....	See 840 series
— Departmental .....	See 840:842 series
— Mileage claims .....	See 995 series

**AWARDS:**

— General .....	1020-1
— Bravery .....	1020-3
— Centennial medal .....	1020-2
— Gold medal .....	1020-4
— Incentive — general .....	1025-1
— long service .....	1025-2
— merit .....	1025-3
— outstanding .....	1025-4
— suggestions — general .....	1025-5
— individual .....	See 1025 series

**B****“B” BUDGETS:**

— General .....	910-1
— By years .....	See 910 series

**BADGES:**

— General .....	170-1
— Issue, procurement and purchase .....	700-3
— Security — identification .....	465-4
— Wearing of .....	170-1

**BANKS(ing):**

— General .....	900-1
— Standing imprest accounts .....	878-3
— Statements of bank accounts .....	900-2
— Transfer of funds .....	900-3

**BARGAINING AGENTS:**

— General .....	1280-1
— Calendar .....	1280-3
— Certification of .....	1280-2

<b>BEDS AND BEDDING:</b>	
— General .....	764-2
<b>BENEFIT:</b>	
— Death .....	1110-2
— Survey of benefit usage in the Public Service .....	1310-5
<b>BICULTURALISM:</b>	
— General .....	175-1
— Guidelines .....	175-0
— Objectives .....	175-0
— Policy .....	175-0
<b>BICYCLES:</b>	
— General .....	See 840 series
<b>BILINGUAL(ism):</b>	
— General .....	175-1
— Bonus .....	888-2
— Guidelines .....	175-0
— Objectives .....	175-0
— Personnel — general .....	1035-1
— language training replacements .....	1035-2
— Policy .....	175-0
— Positions — general .....	1040-1
— designation and identification of .....	1040-2
<b>BILLS:</b>	
— Acts and legislation .....	See 120 to 142 series
<b>BINDING:</b>	
— Books and publications — general .....	308-2
— individual .....	See 312 series
<b>BIOGRAPHIES:</b>	
— General .....	295-3
<b>BLOOD DONOR CLINICS:</b>	
.....	188-2
<b>BLOTTERS:</b>	
— Cash .....	858-2
<b>BOARDS:</b>	
— General .....	200-1
— Individual .....	See 200 series
— Personnel — competition .....	See 1090 series
— Use of bulletin boards — general .....	100-3
— by union groups .....	1305-3
<b>BOATS:</b>	
— General .....	See 846 series
<b>BOILERS:</b>	
— Inspection of .....	680-2
<b>BONDS(ing):</b>	
— General .....	850-4

— Canada savings — general .....	188-3
— by years .....	See 188-3 series
<b>BONUS:</b>	
— Bilingual .....	888-2
<b>BOOKS AND PUBLICATIONS:</b>	
— General .....	308-1
— Binding — general .....	308-2
— individual .....	See 312 series
— Compilation — general .....	See 308 series
— individual .....	See 312 series
— Editing — general .....	See 308 series
— individual .....	See 312 series
— Government war book .....	275-3
— Library — general .....	360-1
— listings .....	360-2
— loans .....	360-3
— procurement and purchases — general .....	360-4
— orders .....	360-4-1
— requisitions .....	360-4-2
— Printing — general .....	308-2
— individual .....	See 312 series
— Sale and distribution — general .....	See 308 series
— individual .....	See 312 series
<b>BOUNDARIES:</b>	
— Geographic .....	105-3
<b>BOXES:</b>	
— Rental of Post Office .....	375-3
<b>BRAVERY:</b>	
— Awards and honours .....	1020-3
<b>BREACHES:</b>	
— Security .....	See 460 series
<b>BRITISH COLUMBIA:</b>	
— Acts and legislation .....	142-10
— Co-operation and liaison .....	242-10
<b>BROCHURES:</b>	
— Companies, corporations, firms .....	See 250 series
<b>BUDGETS:</b>	
— General .....	904-1
— General — by years .....	See 904 series
— "A" budgets — general .....	908-1
— by years .....	See 908 series
— "B" budgets — general .....	910-1
— by years .....	See 910 series
— Estimates — general .....	916-1
— by years .....	See 916 series
— supplementary — general .....	920-1
— by years .....	See 920 series
— Program forecast — general .....	925-1
— by years .....	See 925 series

— White paper .....	904-2
— "X" budgets — general .....	912-1
— by years .....	See 912 series

#### BUILDING MATERIALS:

— General .....	715-1
— Hand tools .....	715-3
— Hardware .....	715-2
— Issue, procurement and purchase of .....	See 715 series

#### BUILDINGS AND PROPERTIES:

— General .....	500-1
— Accommodation — general .....	515-1
— offers of space .....	505-2
— open office landscaping .....	505-4
— planning and requirements .....	505-3
— reports and statistics — general .....	510-1
— DPW status .....	510-2
— monthly .....	510-3
— Accounting and inventories — general .....	515-1
— central real property .....	515-2
— Crown land registry regulations .....	515-3
— Buildings — general .....	525-1
— acquisition .....	See 530 series
— addresses .....	525-2
— alterations — general .....	535-1
— requisitions for DPW services .....	535-2
— utilities .....	See 650 to 685 series
— construction — general .....	540-1
— contracts .....	See 545 series
— fencing .....	See 615 series
— minor proposals .....	540-2
— parking areas .....	See 630 series
— roads, streets, sidewalks .....	See 640 series
— damages .....	550-1
— directories .....	525-2
— disposal .....	See 555 series
— elevator services .....	525-3
— fires .....	See 560:565 series
— locations .....	525-2
— maintenance — general .....	575-1
— cleaning contracts .....	575-2
— decorating .....	575-3
— inspection reports .....	See 575 series
— janitorial services .....	See 575 series
— redecorating .....	575-3
— repairs .....	See 535 series
— use of conference room .....	525-4
— Lands — general .....	590-1
— acquisition .....	See 595 series
— concessions — general .....	600-1
— cattle grazing privileges .....	600-3
— lettings .....	See 600 series
— rights of way .....	600-2
— development — general .....	605-1
— farming .....	See 605 series
— levelling .....	See 605 series
— parking areas .....	See 630 series

— reforestation .....	605-2
— disposal .....	See 610 series
— federal land management .....	590-3
— fencing — general .....	615-1
— construction .....	See 615 series
— maintenance and repair .....	See 615 series
— flood control .....	620-1
— landscaping .....	See 625 series
— parking areas — general .....	630-1
— construction .....	See 630 series
— development .....	See 630 series
— maintenance and repair .....	See 630 series
— signs .....	630-2
— roads, streets, sidewalks — general .....	640-1
— construction .....	See 640 series
— maintenance .....	See 640 series
— repair .....	See 640 series
— signs .....	640-2
— snow removal .....	640-3
— trespassing .....	590-2
— Utilities — general .....	650-1
— air conditioning .....	See 655 series
— garbage disposal .....	See 660 series
— gas .....	See 665 series
— heating .....	See 680 series
— hydro power .....	See 670 series
— lighting .....	See 675 series
— plumbing .....	See 680 series
— refrigeration .....	650-2
— water and sewage .....	See 685 series
— Zoning regulations .....	500-2

#### BULLETIN(s):

— Information services .....	304-3
— Use of bulletin boards — general .....	100-3
— by union groups .....	1305-3

#### BURNING:

— garbage refuse .....	660-2
------------------------	-------

#### BURSARIES:

— Fellowship and scholarship .....	See 1330-3
------------------------------------	------------

#### BY-LAWS:

— Municipal .....	120-2
-------------------	-------

## C

#### CABINET:

— Agenda .....	See 400 series
— Record of Cabinet decisions .....	400-4

#### CAFETERIA(s):

— General .....	185-1
— Menus .....	185-4
— Mobile vendors .....	185-3

— Policy .....	185-0
— Price lists .....	185-4
— Vending machines .....	185-2
<b>CALENDAR:</b>	
— Bargaining .....	1280-3
— Public Service Commission — training courses .....	1345-2
<b>CAMPAIGNS AND CANVASSING:</b>	
— General .....	188-1
— Blood donor clinics .....	188-2
— Canada savings bonds — general .....	188-3
— by years .....	See 188-3 series
— Employment and recruiting .....	See 1100 series
— Poppy day .....	188-5
— United appeal — general .....	188-4
— by years .....	See 188-4 series
<b>CANADA:</b>	
— Pension Plan .....	1320-2
— Post Office regulations .....	375-2
— Savings bonds — general .....	188-3
— by years .....	See 188-3 series
<b>CANADIAN GOVERNMENT EXHIBITION COMMISSION:</b>	
— General .....	316-2
<b>CANOES:</b>	
— General .....	See 846 series
<b>CANTEENS:</b> See Cafeterias	
<b>CANVASSING:</b> See Campaigns and Canvassing	
<b>CAP:</b>	
— Career Assignment Program .....	1185-1
<b>CAPITAL:</b>	
— Working capital advances — general .....	962-1
— policy .....	962-0
<b>CARDS:</b>	
— Address .....	830-2
— Christmas .....	155-6
— Identification .....	465-4
<b>CAREER MANAGEMENT:</b>	
— General .....	1185-1
— Administrative trainees .....	1185-3
— Assignment program .....	1185-2
— Executives — general .....	1185-4
— interchange Canada program .....	1185-4-1
<b>CASH ACCOUNTING:</b>	
— General .....	858-1
— Cash blotters .....	858-2
— Cash control records .....	858-3
— Cash receipt journals .....	See 858 series

— Policy .....	858-0
<b>CASUAL:</b>	
— Employment — general .....	1115-1
— agencies .....	1115-2
— Managerial and confidential exclusions .....	1300-2
<b>CATALOGUES(ing):</b>	
— Equipment .....	See 720 series
— Library .....	See 355 series
<b>CATEGORY:</b>	
— Classification of positions by .....	See 1055 series
<b>CATTLE:</b>	
— Grazing privileges .....	600-3
<b>CELEBRATIONS:</b>	
— General .....	192-1
— Centennial .....	See 192 series
<b>CENTENNIAL:</b>	
— Celebrations .....	See 192 series
— Medal .....	1020-2
<b>CENTRAL:</b>	
— Personnel records systems for the Public Service .....	1310-2
— Real property inventory .....	515-2
— Travel Agency .....	See 480 series
<b>CEREMONIES:</b>	
— General .....	192-1
— Inauguration .....	See 192 series
— Laying of corner stones .....	192-2
<b>CERTIFICATES:</b>	
— Customs and excise exemption .....	992-2-1
<b>CHAIRS:</b>	
— Household .....	764-4
— Office .....	See 768 series
<b>CHALLENGES:</b>	
— Classification — general .....	1055-1
— by category and group .....	See 1055 series
<b>CHANNELS OF COMMUNICATION:</b>	
— General .....	255-2
<b>CHARTS:</b>	
— Organization .....	105-4
<b>CHEQUES:</b>	
— General .....	930-1
— Lost or duplicate .....	930-2
— Requisitions for .....	930-3
<b>CHESTERFIELDS:</b>	
— General .....	764-3

<b>CHRISTMAS:</b>	
— Cards .....	155-6
— Functions .....	See 1385 series
— Greetings .....	155-6
— Messages .....	155-6
<b>CIRCULAR(s):</b>	
— General .....	195-1
— Administrative Telecommunications Agency .....	210-3-1
— Letters — general .....	See 195 series
— Treasury Board .....	195-4
— Teletype and telex .....	218-2
<b>CLAIMS:</b>	
— General .....	934-1
— Accident .....	See 110:116 series
— Against the Crown .....	934-2
— By the Crown .....	934-3
— Entertainment .....	958-3
— Mileage .....	See 995 series
— Policy .....	934-0
<b>CLASSIFICATION:</b>	
— General .....	1050-1
— Audits — general .....	1050-3
— Treasury Board .....	1050-3-1
— By category and group .....	See 1055 series
— Challenges .....	See 1055 series
— Conversion .....	See 1055 series
— Delegation of classification authority .....	1050-2
— File classification plan .....	420-2
— Financial .....	850-3
— Grievances .....	1295-2
— Holding (red circled) positions .....	1050-4
— Policy .....	1050-0
— Positions .....	See 1050 series
— Procedures .....	1050-0
— Reclassification .....	1220-1
— Red circled positions .....	1050-4
— Standards .....	See 1060 series
<b>CLEANING:</b>	
— Building contracts .....	575-2
— Clothing .....	725-2
<b>CLEARANCES:</b>	
— Security clearances of personnel .....	465-2
<b>CLINICS:</b>	
— Blood donor .....	188-2
<b>CLIPPINGS:</b>	
— Press .....	295-5
<b>CLOTHING:</b>	
— General .....	725-1
— Cleaning services .....	725-2
— Procurement .....	See 725 series

<b>CLUBS:</b>	
— General .....	160-1
— Annual reports .....	See 160 series
— Individual .....	See 160 series
— Fees .....	160-2
— Financial statements .....	See 160 series
— Memberships .....	160-2
— Minutes of meetings .....	See 160 series
<b>COATS OF ARMS:</b>	
— General .....	170-1
— Issue, procurement, purchase .....	700-3
— Use of .....	170-1
<b>CODE(ing):</b>	
— Financial .....	800-3
— Postal code directory .....	See 375 series
<b>COLLECTIVE AGREEMENTS:</b>	
— General .....	1285-1
— By category/group .....	See 1285 series
— Interpretations .....	1285-2
— Managerial and confidential exclusions .....	See 1300 series
<b>COLLEGES:</b>	
— Co-operation and liaison — general .....	245-1
— individual .....	See 245 series
— Co-operative programs .....	See 1095 series
— Recruitment .....	See 1100 series
<b>COMMISSIONER:</b>	
— Of oaths, affidavits .....	350-3
<b>COMMISSIONS:</b>	
— General .....	200-1
— Individual .....	See 200 series
— Royal .....	See 200 series
<b>COMMITTEES:</b>	
— General .....	200-1
— Agenda .....	See 200 series
— Individual .....	See 200 series
— Inventory of federal/provincial .....	200-2
— Minutes .....	See 200 series
— Reports .....	See 200 series
<b>COMMUNICATIONS:</b>	
— General .....	210-1
— Administrative Telecommunications Agency — general .....	210-3
— circulars .....	210-3-1
— Channels of .....	255-2
— Installations — general .....	See 210 series
— telephone .....	215-3
— teletype and telex .....	See 218 series
— Intercommunications .....	210-2
— Maintenance and operation — general .....	See 210 series
— telephone .....	See 215 series
— teletype and telex .....	See 218 series

— Security of .....	See 460 series
— Telephone — general .....	215-1
— directories — general .....	215-2
— government .....	215-2-1
— installations .....	215-3
— intercity direct lines .....	215-4
— long distance calls .....	215-4
— relocations .....	215-3
— Teletype and telex — general .....	218-1
— circulars and directives .....	218-2

#### COMPANIES:

— General .....	250-1
— Brochures .....	See 250 series
— Contracts — general .....	See 938 series
— procurement .....	See 805 series
— Individual .....	See 250 series
— Inquiries .....	See 250 series
— Lettings and concessions of land to .....	See 600 series
— Offers of service .....	See 250 series
— Solicitations .....	See 250 series

#### COMPENSATION:

— For overtime .....	1145-2
— Workmen's Compensation Board .....	1005-3

#### COMPETITIONS:

— General .....	1090-1
— Appeals .....	1090-3
— Eligible lists .....	1090-2
— Individual .....	See 1090 series
— Skilled driving .....	115-2-2

#### COMPILED:

— Books and publications — general .....	See 308 series
— individual .....	See 312 series

#### COMPLAINT(s):

— Letters of .....	155-3
— Personnel .....	See 1295 series

#### COMPUTER(s):

— General .....	735-2
— Programs .....	See 265 series
— Systems .....	See 265 series

#### CONCESSIONS:

— General .....	600-1
— Cattle grazing privileges .....	600-3
— Leases .....	See 600 series
— Lettings .....	See 600 series
— Rights of way .....	600-2

#### CONDEMNATION:

— Equipment .....	738-2
-------------------	-------

#### CONDITIONS:

— Of employment .....	See 1225:1285 series
-----------------------	----------------------

<b>CONDOLENCE:</b>	— Letters of .....	155-4
<b>CONDUCT:</b>	— Correspondence .....	255-1
	— Personnel .....	See 1290 series
<b>CONFERENCE(s):</b>	— General .....	220-1
	— Agenda .....	See 220 series
	— Approval to attend .....	220-2
	— Individual .....	See 220 series
	— Minutes .....	See 220 series
	— Reports .....	See 220 series
	— Use of conference room .....	525-4
<b>CONFIDENTIAL AND MANAGERIAL EXCLUSIONS:</b>	— General .....	1300-1
	— Casual and part time employees .....	1300-2
	— Public Service Staff Relations Board decisions .....	1300-3
	— Reports .....	1300-4
<b>CONFLICT OF INTERESTS:</b>	— Guidelines .....	1225-3
<b>CONGRATULATION:</b>	— Letters of .....	155-5
<b>CONSERVATION:</b>	— Energy .....	670-4
<b>CONSTRUCTION:</b>	— General .....	540-1
	— Consultants .....	See 545 series
	— Contracts — general .....	545-1
	— new buildings .....	See 545 series
	— Fences .....	See 615 series
	— Minor proposals .....	540-2
	— Parking areas .....	See 630 series
	— Roads, streets, sidewalks .....	See 640 series
<b>CONSULTANT(s):</b>	— Contracts — general .....	938-1
	— construction .....	See 545 series
	— guidelines, procedures and regulations .....	938-2
	— Fees .....	See 954 series
	— Honoraria .....	954-3
<b>CONTRACTS:</b>	— General .....	938-1
	— Cleaning .....	575-2
	— Collective agreement .....	See 1285 series
	— Consultant .....	See 938 series
	— Corps of Commissionaires .....	See 1070-2 series
	— Equipment — general .....	805-1
	— individual .....	See 805 series
	— Guidelines .....	938-2
	— Individual .....	See 938 series

— Personal .....	See 938 series
— Procedures .....	938-2
— Regulations .....	938-2
— Service .....	See 938 series

**CONTROL:**

— Allotment .....	See 884 series
— Cash control records .....	858-3
— Manpower .....	1205-3
— Staffing .....	1120-2

**CONVERSION:**

— Classification — general .....	1055-1
— by category and group .....	See 1055 series

**CO-OPERATION AND LIAISON:**

— General .....	230-1
— Colleges — general .....	245-1
— individual .....	See 245 series
— Federal — general .....	234-1
— individual departments and agencies .....	See 234 series
— Foreign — general .....	238-1
— individual countries and organizations .....	See 238 series
— International — general .....	238-1
— individual organizations .....	See 238 series
— Municipalities .....	230-2
— National Library re library services .....	355-2
— Provincial — general .....	242-15
— individual provinces .....	See 242 series
— Schools and universities — general .....	245-1
— individual .....	See 245 series

**CO-OPERATIVE PROGRAMS:**

— General .....	1095-3
— University of Waterloo .....	1095-3-1

**COPYRIGHTS:**

— General .....	330-3
-----------------	-------

**CORNER STONES:**

— Laying of .....	192-2
-------------------	-------

**CORPORATIONS:** See Companies

**CORPS OF COMMISSIONAIRES:**

— General .....	1070-1
— Contracts .....	See 1070-2 series
— Hiring of .....	See 1070 series
— Post orders and regulations .....	470-3

**CORRESPONDENCE MANAGEMENT:**

— General .....	255-1
— Channels of communication .....	255-2
— Downgrading of documents .....	460-3
— Preparation of ministerial correspondence .....	255-4
— Preparation of Treasury Board submissions .....	255-3

— Signing authorities .....	255-5
— Training courses .....	1335-2
<b>COSTS:</b>	
— Federal/provincial sharing agreement .....	880-2
— Printing .....	862-4
<b>COUNCILS:</b>	
— General .....	200-1
— Individual .....	See 200 series
<b>COUNSELLING:</b>	
— General .....	1385-4
— Alcoholism .....	1385-4-1
— Drugs .....	1385-4-2
<b>COURSES:</b>	
— General .....	1335-1
— Correspondence .....	1335-2
— Departmental .....	See 1340 series
— Evening .....	1335-2
— Language — general .....	1350-1
— English .....	1355-1
— French .....	1360-1
— Public Service Commission .....	See 1345 series
— Records management .....	1335-3
<b>CPRS:</b>	
— Central Personnel Records System for the Public Service .....	1310-2
<b>CRESTS:</b>	
— General .....	170-1
— Procurement .....	700-3
<b>CRIMES:</b>	
— Personnel .....	See 1290 series
<b>CRITICISM:</b>	
— Letters of .....	155-3
<b>CROWN:</b>	
— Claims against .....	934-2
— Claims by .....	934-3
— Land registry regulations .....	515-3
— Notification of surplus property .....	610-2
<b>CURRENCY:</b>	
— General .....	942-1
— Exchange rates .....	See 942 series
— Foreign .....	942-2
<b>CUSTOMS AND EXCISE TAX:</b>	
— General .....	992-2
— Exemption certificates .....	992-2-1

**DAMAGES(d):**

— Building .....	550-1
— Mail .....	See 375 series

**DATA PROCESSING:**

— General .....	265-1
— Equipment — general .....	735-1
— catalogues and manuals .....	720-4
— computers .....	735-2
— maintenance and repairs .....	780-3
— price lists .....	720-4
— procurement and purchase .....	See 735 series
— Management of electronic data processing public records .....	420-6
— Programs, studies and surveys .....	See 265-2 series

**DATA STREAM:**

— General .....	1190-2
-----------------	--------

**DAY CARE:**

— Centre programs .....	1385-2
-------------------------	--------

**DEATH:**

— Benefit insurance plan .....	1150-2
--------------------------------	--------

**DEBATES:**

— General .....	See 120 series
-----------------	----------------

**DECISIONS:**

— Adjudication .....	See 1270 series
— Federal Court of Appeal adjudication .....	1270-3
— Public Service Staff Relations Board adjudication .....	1270-2
— Public Service Staff Relations Board managerial and confidential exclusion .....	1300-3
— Record of Cabinet .....	400-4

**DECORATING:**

— Buildings .....	575-3
-------------------	-------

**DEDUCTIONS:**

— Pay .....	1250-4
-------------	--------

**DELEGATION:**

— Classification authority .....	1050-2
— Staffing authority .....	1080-2

**DEMOTIONS:**

— General .....	See 1290 series
-----------------	-----------------

**DEPARTMENTAL:**

— Acts and legislation — general .....	125-1
— individual .....	See 125 series
— legislative program .....	See 125-2 series
— Organization .....	See 105 series
— Training courses .....	See 1340 series

<b>DESIGN:</b>	
— Building .....	See 545 series
— Forms .....	See 285 series
<b>DESIGNATED:</b>	
— Employees .....	1265-2
<b>DESIGNATION(s):</b>	
— General .....	100-2
— Of bilingual positions .....	1040-2
<b>DESTRUCTION:</b>	
— Equipment .....	738-2
— Records — general .....	430-1
— annual reports of records destroyed .....	430-2
<b>DETECTION:</b>	
— Intrusion systems .....	470-2
<b>DEVELOPMENT:</b>	
— Career .....	See 1185 series
— Land — general .....	605-1
— of parking areas .....	See 630 series
— Training .....	See 1330 to 1365 series
<b>DIRECTIVES:</b>	
— General .....	195-1
— Building .....	525-2
— Pay .....	See 1255 series
— Personnel .....	See 1225 series
— Teletype and telex .....	218-2
— Travel .....	480-2
<b>DIRECTORIES:</b>	
— Building .....	525-2
— Postal code .....	See 375 series
— Telephone — general .....	215-2
— government .....	215-2-1
<b>DISABILITY:</b>	
— Insurance .....	1150-4
<b>DISASTERS:</b>	
— General .....	275-2
<b>DISCHARGE:</b>	
— Of personnel — general .....	1290-2
— arbitration tribunals .....	See 1270 series
<b>DISCIPLINE:</b>	
— General .....	1290-1
— Discharge .....	1290-2
— Policy .....	1290-0
<b>DISMISSALS:</b>	
— General .....	1290-2
— Arbitration tribunals re .....	See 1270 series

<b>DISPLAYS:</b>	
— General .....	See 316 series
<b>DISPOSAL:</b>	
— Buildings — general .....	555-1
— surplus listings .....	555-2
— Equipment — general .....	738-1
— condemnation and destruction .....	738-2
— transfer .....	738-3
— write-offs .....	738-4
— Garbage .....	660-1
— Lands — general .....	610-1
— notification of surplus Crown property .....	610-2
— Records .....	See 430 series
<b>DISPUTES:</b>	
— General .....	See 1270 series
<b>DISTRIBUTION:</b>	
— Books and publications — general .....	See 308 series
— individual .....	See 312 series
— Lists .....	295-2
<b>DOCUMENTATION:</b>	
— Personnel .....	1000-3
<b>DOCUMENTS:</b>	
— Downgrading of .....	460-3
<b>DONATIONS:</b>	
— Blood .....	188-2
— Charitable .....	See 188 series
<b>DOWNGRADING:</b>	
— Of correspondence, documents, etc. ....	460-3
<b>DRAPEs:</b>	
— General .....	768-4
<b>DRAWINGS:</b>	
— Equipment — general .....	742-1
— shelving .....	742-2
<b>DRIVES:</b>	
— Campaigns and canvassing .....	See 188 series
<b>DRIVING:</b>	
— Safe driving week .....	115-2-1
— Skilled driving competitions .....	115-2-2
<b>DRUGS:</b>	
— Counselling .....	1385-4-2
<b>DUES:</b>	
— Union — general .....	1305-5
— check-offs .....	1305-5-1

E	
<b>EARLY CLOSING:</b>	See 1145 series
<b>EASEMENTS:</b>	
— Rights of way	600-2
<b>EATING FACILITIES:</b>	
— General	185-1
— Menus	185-4
— Mobile vendors	185-3
— Policy	185-0
— Price lists	185-4
— Vending machines	185-2
<b>EDITING:</b>	
— Books and publications	See 308 series
— general	
— individual	See 312 series
<b>EDP:</b> See Electronic Data Processing	
<b>EDUCATIONAL:</b>	
— Leave	1330-2
<b>ELECTRIC:</b>	
— Hydro power	See 670 series
— Lighting	See 675 series
<b>ELECTRONIC DATA PROCESSING:</b>	
— General	265-1
— Equipment	See 735 series
— Inventory of EDP records	425-2
— Management of EDP public records	420-6
— Programs	See 265 series
— Studies and surveys	See 265-2 series
<b>ELEVATOR SERVICES:</b>	525-3
<b>ELIGIBLE LISTS:</b>	
— Competitions	1090-2
<b>EMBLEM:</b>	
— General	170-1
— Procurement	700-3
<b>EMERGENCY MEASURES:</b>	
— General	275-1
— Disasters	275-2
— Government war book	275-3

<b>EMPLOYEES:</b>	
— Designated .....	1265-2
— Placement of redundant .....	1240-4
<b>EMPLOYMENT AND STAFFING:</b>	
— General .....	1080-1
— Agencies — term employees .....	1115-2
— Applications .....	See 1085 series
— Casual .....	See 1115 series
— Competitions .....	See 1090 series
— Co-operative programs .....	See 1095 series
— Corps of Commissionaires .....	See 1070 series
— Delegation of staffing authority .....	1080-2
— Eligible lists .....	1090-2
— Extension beyond age 65 .....	1080-5
— Handicapped persons .....	1080-3
— Part time .....	1080-4
— Policy .....	1080-0
— Programs — general .....	1095-1
— co-operative .....	See 1095-3 series
— summer students .....	See 1110 series
— winter works .....	1095-4
— work experience .....	1095-2
— Public Service employment regulations .....	1225-2
— Recruitment — general .....	1100-1
— advertising .....	1100-2
— at colleges, schools, universities .....	See 1100 series
— of Francophones .....	1100-4
— posters .....	1100-3
— Staff freeze and staffing controls .....	1120-2
— Staff requests .....	1105-1
— Staffing requirements, forecasts, estimates .....	1205-2
— Summer students .....	See 1110 series
— Term — general .....	1115-1
— employment agencies .....	1115-2
— Winter works programs .....	1095-4
— Work experience programs .....	1095-2
<b>ENCUMBRANCES:</b>	
— Financial .....	See 945 series
<b>ENERGY:</b>	
— Conservation .....	670-4
<b>ENGLISH:</b>	
— Language training — general .....	1355-1
— nominations .....	1355-2
<b>ENQUIRIES:</b> See Inquiries	
<b>ENTERTAINMENT:</b>	
— Claims and expenses .....	958-3
<b>ENVIRONMENTAL CONTROL:</b>	
— Magnetic tapes, discs, etc. .....	655-2

**EQUAL:**

— Employment opportunities ..... 1180-2

**EQUIPMENT AND SUPPLIES:**

— General ..... 700-1  
— Accounting ..... See 705 series  
— Agreements — general ..... 700-2  
    — standing offer ..... See 825 series  
— Badges ..... 700-3  
— Building materials ..... See 715 series  
— Catalogues ..... See 720 series  
— Clothing — general ..... 725-1  
    — cleaning services ..... 725-2  
— Condemnation ..... 738-2  
— Contracts ..... See 805 series  
— Crests ..... 700-3  
— Data processing ..... See 735 series  
— Destruction ..... 738-2  
— Disposal ..... 738-1  
— Drapes ..... 768-4  
— Drawings — general ..... 742-1  
    — shelving ..... 742-2  
— Emblems ..... 700-3  
— Filing cabinets and security shells ..... 768-2  
— Flags ..... 700-3  
— Foods ..... 750-1  
— Forms — general ..... 754-1  
    — requisitions for ..... 754-2  
— Fuels ..... See 758:760 series  
— Furniture and furnishings — household ..... See 764 series  
    — office ..... See 768 series  
— Guarantees ..... 700-2  
— Hand tools ..... 715-3  
— Hardware ..... 715-2  
— Inventories — general ..... 705-1  
    — furniture and furnishings ..... 705-2  
    — office appliances ..... 705-3  
— Laboratory — catalogues, manuals, price lists ..... 720-3  
— Loans ..... 700-4  
— Local purchase orders — general ..... 810-1  
    — individual ..... See 810 series  
— Local purchase requisitions — general ..... 815-1  
    — individual ..... See 815 series  
— Maintenance and repairs — general ..... 780-1  
    — data processing equipment ..... 780-3  
    — furniture ..... See 780 series  
    — office appliances ..... 780-2  
— Manuals ..... See 720 series  
— Microfilming ..... See 785 series  
— Office appliances — general ..... 795-1  
    — calculating machines ..... 795-3  
    — catalogues, manuals, price lists ..... 720-2  
    — inventories ..... 705-3  
    — maintenance and repairs ..... 780-2  
    — tape recorders ..... 795-4  
    — typewriters ..... 795-2  
— Photographs ..... 700-5  
— Price lists ..... See 720 series

— Procurement and purchases — general .....	800-1
— building materials .....	See 715 series
— clothing .....	See 725 series
— contracts — general .....	805-1
— contracts — individual .....	See 805 series
— data processing .....	See 735 series
— foods .....	See 750 series
— fuels .....	See 758:760 series
— furniture .....	See 764:768 series
— local purchase orders .....	See 810 series
— microfilming .....	See 785 series
— office appliances .....	See 795 series
— requisitions .....	See 815 series
— stationery .....	See 830 series
— vehicles .....	See 840:842:846 series
— Requisitions — general .....	815-1
— for forms .....	754-2
— individual .....	See 815 series
— Specifications .....	See 742 series
— Stationery .....	830-1
— Surplus .....	738-1
— Vehicles — general .....	See 840 series
— individual .....	See 842 series
— water .....	See 846 series

#### ERI:

— News .....	1345-3
--------------	--------

#### ESSENTIAL RECORDS:

420-7

#### ESTABLISHMENT:

— General .....	1120-1
— Committees, commissions, councils, panels, etc. ....	See 200 series
— Conferences, meetings, symposia .....	See 220 series
— Staff freeze .....	1120-2
— Staffing controls .....	1120-2
— Staffing requirements, forecasts and estimates .....	1205-2

#### ESTIMATES:

— General .....	916-1
— By years .....	See 916 series
— Manpower resources .....	See 1205 series
— Staffing .....	1205-2
— Supplementary — general .....	920-1
— by years .....	See 920 series

#### EVALUATION:

— Personnel — general .....	See 1195 series
— management evaluation system .....	1310-4

#### EVENING COURSES:

1335-2

#### EXAMINATIONS:

— Competitions .....	See 1090 series
— Medical .....	1140-2

<b>EXCHANGE:</b>	
— Currency rates .....	See 942 series
— Of information .....	See 460 series
<b>EXCISE TAX:</b>	
— General .....	992-2
— Exemption certificates .....	992-2-1
<b>EXCLUSIONS:</b>	
— Managerial and confidential .....	See 1300 series
<b>EXECUTIVES:</b>	
— Career management — general .....	1185-4
— interchange Canada program .....	1185-4-1
<b>EXEMPTION CERTIFICATES:</b>	
— Customs and excise tax .....	992-2-1
<b>EXHIBITION(s):</b>	
— General .....	316-1
— Canadian Government Exhibition Commission .....	316-2
— Canadian National .....	316-3
<b>EXHIBITS:</b>	
— General .....	316-1
<b>EXPENDITURES:</b>	
— General .....	950-1
— Statements .....	See 950 series
— Survey of Federal Government expenditures on scientific activities .....	950-3
<b>EXPENSES:</b>	
— Entertainment .....	958-3
— Removal and travel .....	See 995 series
<b>EXPERIENCE:</b>	
— Work programs .....	1095-2
<b>EXPOSITIONS:</b>	..... See 316 series
<b>EXPRESS:</b>	
— Freight and .....	See 480 series
<b>EXTENSION:</b>	
— Of employment beyond age 65 .....	1080-5
<b>FACILITIES:</b>	
— Eating .....	See 185 series
— Use of board room .....	525-4
— Use of employers' .....	See 1305 series
<b>FAIRS:</b>	
— General .....	316-1

<b>FARMING:</b>	
— Of land .....	See 605 series
<b>FEDERAL:</b>	
— Acts and legislation — general .....	135-1
— individual .....	See 135 series
— Agreements — general .....	See 150 series
— financial .....	See 880 series
— Co-operation and liaison — general .....	234-1
— individual departments .....	See 234 series
— Court of Appeal — adjudication decisions .....	1270-3
— Inventory of federal/provincial committees .....	200-2
— Land management .....	590-3
— Provincial cost sharing agreements .....	880-2
— Survey of government expenditures on scientific activities .....	950-3
— Taxes .....	See 992 series
<b>FEES:</b>	
— General .....	954-1
— Associations, clubs, societies, etc. .....	160-2
— Honoraria .....	954-3
— Reimbursement of tuition fees for training .....	954-2
<b>FELLOWSHIPS:</b> .....	1330-3
<b>FENCES(ing):</b>	
— General .....	615-1
— Construction .....	See 615 series
— Maintenance and repair .....	See 615 series
<b>FIELD OFFICES:</b>	
— Records holdings .....	425-4
<b>FILE(ing):</b>	
— Cabinets .....	768-2
— Classification plan .....	420-2
— Operations .....	420-4
<b>FILMS:</b>	
— General .....	785-3
— Library .....	355-4
<b>FINANCE(ial):</b>	
— General .....	850-1
— Accounting — general .....	855-1
— cash .....	See 858 series
— procedures .....	855-2
— public .....	855-3
— Accounts — payable — general .....	862-1
— advertising .....	862-2
— individual .....	See 864 series
— postage .....	862-3
— printing .....	862-4
— receivable — general .....	870-1
— individual .....	See 874 series
— outstanding .....	870-2
— uncollectible .....	870-3

— standing advances — general .....	878-1
— imprest bank accounts .....	878-3
— petty cash .....	878-2
— travel .....	995-3
— Agreements and arrangements .....	See 880 series
— Allotments .....	See 884 series
— Allowances .....	See 888 series
— Audits — general .....	892-1
— internal .....	892-2
— reports .....	See 895 series
— Banks and banking .....	See 900 series
— Bonds and bonding .....	850-4
— Budgets .....	See 904 to 912 series
— Cheques .....	See 930 series
— Claims .....	See 934 series
— Classification and coding .....	850-3
— Contracts .....	See 938 series
— Currency — general .....	942-1
— foreign .....	942-2
— Encumbrances .....	See 945 series
— Estimates — general .....	916-1
— by years .....	See 916 series
— supplementary — general .....	920-1
— by years .....	See 920 series
— Expenditures .....	See 950 series
— Fees — general .....	954-1
— associations, clubs, societies, etc. .....	160-2
— honoraria .....	954-3
— reimbursement of tuition fees for training .....	954-2
— Funds — general .....	958-1
— entertainment .....	958-3
— hospitality .....	958-2
— transfer of .....	884-2
— Grants .....	See 964 series
— Manual .....	850-2
— Program forecast — general .....	925-1
— by years .....	See 925 series
— Reports and statistics — general .....	988-1
— audit .....	See 895 series
— financial management .....	988-3
— financial reporting systems .....	988-2
— Signing authorities .....	990-1
— Statements — general .....	See 988 series
— analysis .....	988-4
— associations, clubs, societies, etc. .....	See 160 series
— bank account .....	900-2
— expenditure .....	See 950 series
— Taxes .....	See 992 series
— Transfers — general .....	884-1
— of bank funds .....	900-3
— of funds .....	884-2
— Travel expenses — general .....	995-1
— advances .....	995-3
— allowances .....	995-2
— individual .....	See 995 series

<b>FIRE(S):</b>	
— General .....	560-1
— Automatic sprinklers and alarm systems .....	565-1
— Drills .....	See 560 series
— Prevention and protection .....	560-2
— Regulations .....	560-3
— Reports .....	560-4
<b>FIRMS:</b> See Companies	
<b>FLAGS:</b>	
— General .....	170-2
— Flying of .....	170-2
— Procurement and purchase .....	700-3
<b>FLEXIBLE:</b>	
— Hours of work .....	1145-3
<b>FLOOD CONTROL:</b>	620-1
<b>FLUORESCENT LIGHTING:</b>	675-2
<b>FOODS:</b>	
— General .....	750-1
— Procurement, purchase, requirements .....	See 750 series
<b>FORECAST(s):</b>	
— Program — general .....	925-1
— by years .....	See 925 series
— Staffing .....	1205-2
<b>FOREIGN:</b>	
— Acts and legislation — general .....	138-1
— individual .....	See 138 series
— Agreements — general .....	See 150 series
— financial .....	See 880 series
— Co-operation and liaison — general .....	238-1
— individual organizations .....	See 238 series
— Currency .....	942-2
— Service allowances .....	888-3
— Visits .....	See 490 series
<b>FORMS:</b>	
— Design .....	See 285 series
— Forms management .....	285-1
— Individual .....	See 285 series
— Procurement — general .....	754-1
— requisitions .....	754-2
— Records management standard .....	285-3
— Register .....	285-2
<b>FRANCOPHONES:</b>	
— Recruitment of .....	1100-4
<b>FREEZE:</b>	
— Staff .....	1120-2

<b>FREIGHT:</b>	
— General .....	See 480 series
<b>FRENCH:</b>	
— Language training — general .....	1360-1
— nominations .....	1360-2
— Language units .....	175-2
<b>FUELS:</b>	
— Heating .....	See 758 series
— Motor .....	See 760 series
<b>FUNDS:</b>	
— General .....	958-1
— Entertainment .....	958-3
— Hospitality .....	958-2
— Revolving .....	962-1
— Transfer — general .....	884-2
— bank .....	900-3
<b>FURNITURE AND FURNISHINGS:</b>	
— Household — general .....	764-1
— chairs .....	764-4
— chesterfields, sofas .....	764-3
— inventories .....	705-2
— maintenance and repair .....	See 780 series
— Office — general .....	768-1
— individual items .....	See 768 series
— inventories .....	705-2
— maintenance and repair .....	See 780 series
<b>G</b>	
<b>GARBAGE DISPOSAL:</b>	
— General .....	660-1
— Burning of refuse .....	660-2
<b>GARDENING:</b>	625-1
<b>GAS:</b>	
— Heating fuels .....	758-2
— Utilities .....	See 665 series
<b>GENERATORS:</b>	
— Hydro power .....	670-2
<b>GEOGRAPHIC:</b>	
— Boundaries .....	105-3
<b>GLASSCO COMMISSION:</b>	200-R1
<b>GOALS:</b>	
— Plans and programs .....	See 410 series
<b>GOLD MEDAL AWARD:</b>	
— Professional Institute of the Public Service of Canada .....	1020-4

<b>GRANTS:</b>	
— General .....	964-1
— Individual .....	See 964 series
— Policy .....	964-0
<b>GRAZING:</b>	
— Cattle grazing privileges .....	600-3
<b>GREETINGS:</b>	
— Christmas .....	155-6
<b>GRIEVANCES:</b>	
— General .....	1295-1
— Adjudication .....	See 1270 series
— Classification .....	1295-2
— Individual cases .....	See 1295 series
— Policy .....	1295-0
<b>GROUNDS:</b>	
— Maintenance of .....	625-2
<b>GROUP(s):</b>	
— Of experts — general .....	200-1
— individual .....	See 200 series
— Surgical Medical Insurance Plan .....	1150-3
<b>GUARANTEES:</b>	
— Equipment .....	700-2
<b>GUARDS:</b>	
— Security .....	See 470 series
<b>GUIDELINES:</b>	
— Bilingualism and biculturalism .....	175-0
— Collective agreements and interpretation .....	See 1285 series
— Contract .....	938-2
— Plans and programs .....	See 410 series
— Public Service conflict of interest .....	1225-3
<b>GUIDES:</b>	
— Information services .....	304-4

## H

<b>HAND:</b>	
— Punches .....	830-3
— Tools .....	715-3
<b>HANDICAPPED PERSONS:</b>	
— Employment of .....	1080-3
<b>HARDWARE:</b>	
— General .....	715-2
— Procurement and purchase .....	715-2

<b>HEADQUARTERS:</b>	
— Records inventory .....	425-3
— Visits from .....	490-2
— Visits to .....	490-3
<b>HEADS OF STATE:</b>	
— Visits from .....	See 490 series
<b>HEALTH:</b>	
— General .....	1140-1
— Medical examinations .....	1140-2
— Occupational safety .....	1005-2
— Units .....	1140-4
<b>HEATING:</b>	
— General .....	680-1
— Fuels — general .....	758-1
— natural gas .....	758-2
— Inspection of boilers .....	680-2
<b>HIRING:</b> See also Employment and Staffing	
— General .....	1080-1
— Consultants .....	See 938 series
— Corps of Commissionaires .....	See 1070 series
<b>HISTORICAL MATTERS:</b>	105-2
<b>HOLDING(s):</b>	
— Records .....	See 425 series
— Red circled positions .....	1050-4
<b>HOLIDAYS:</b>	1170-1
<b>HONORARIA:</b>	
— Consultants .....	954-3
— Lecturers .....	954-3
<b>HONOURS:</b> See Awards	
<b>HOSPITAL:</b>	
— Provincial insurance plans .....	See 1155 series
<b>HOSPITALITY FUND:</b>	
— General .....	958-2
<b>HOTEL:</b>	
— Reservations .....	480-4
<b>HOURS OF WORK:</b>	
— General .....	1145-1
— Early closing .....	See 1145 series
— Flexible hours .....	1145-3
— Time off to vote, for special occasions .....	See 1145 series
<b>HOUSES:</b>	
— Hydro power .....	670-3

**HYDRO POWER:**

— General .....	670-1
— Conservation of energy .....	670-4
— Generators .....	670-2
— Power houses .....	670-3

## I

**IDENTIFICATION:**

— Badges .....	465-4
— Bilingual positions .....	1040-2
— Fingerprinting .....	465-3
— Passes .....	465-4

**IMPREST:**

— Bank accounts .....	878-3
-----------------------	-------

**INAUGURATIONS:**

— General .....	See 192 series
-----------------	----------------

**INCENTIVE AWARDS:**

— General .....	1025-1
— Long service .....	1025-2
— Merit .....	1025-3
— Outstanding achievements .....	1025-4
— Suggestions — general .....	1025-5
— individual .....	See 1025 series

**INCREASES:**

— Annual pay .....	1250-3
— Establishment .....	See 1120 series

**INDEX:**

— Standing offer agreements .....	825-2
-----------------------------------	-------

**INFORMATION:**

— Equipment manuals, catalogues .....	See 720 series
— Exchange of .....	See 460 series
— Management information systems .....	380-2
— Personnel management information system .....	1310-3
— Release of .....	460-2

**INFORMATION SERVICES:**

— General .....	295-1
— Addresses, mailing and distribution lists .....	295-2
— Advertising — general .....	298-1
— magazines, newspapers, periodicals, etc. ....	298-2
— radio .....	298-3
— television .....	298-4
— Articles .....	See 304 series
— Biographies .....	295-3
— Books and publications — general .....	304-1
— binding .....	See 308:312 series
— individual .....	See 312 series
— printing .....	See 308:312 series

— Bulletins .....	304-3
— Distribution lists .....	295-2
— Exhibitions, exhibits, fairs .....	See 316 series
— Guides .....	304-4
— Inquiries .....	See 320 series
— Lectures and lecturers .....	See 324 series
— Magazine advertising .....	298-2
— Mailing lists .....	295-2
— Media relations .....	295-4
— Newsletters .....	304-5
— Newspaper advertising .....	298-2
— Pamphlets — general .....	308-1
— binding .....	308-2
— individual .....	See 312 series
— printing .....	308-2
— Photographs .....	295-6
— Press clippings and releases .....	295-5
— Publications .....	See 308:312 series
— Radio — advertising .....	298-3
— broadcasts .....	295-7
— Slides .....	295-8
— Speeches .....	See 324 series
— Television — advertising .....	298-4
— broadcasts .....	295-7

#### INFRINGEMENTS:

— Copyrights .....	330-3
— Inventions and patents .....	330-2

#### INJURIES:

— Accidents — general .....	110-1
— motor vehicle .....	See 115:116 series
— Personnel .....	See 1005 series

#### INQUIRY(ies):

— Companies, corporations, firms .....	See 250 series
— Information services .....	See 320 series
— Letters of .....	155-3
— Mail and postal services .....	See 375 series
— Parliamentary .....	400-2
— Pay .....	1250-2
— Royal commissions .....	See 200 series

#### INSIGNIA:

— General .....	170-1
— Procurement and purchase .....	700-3

#### INSPECTION:

— Boiler .....	680-2
— Building .....	See 545:575 series

#### INSTALLATIONS:

— Communications .....	See 210 to 218 series
— Telephone .....	215-3
— Teletype and telex .....	See 218 series
— Utilities .....	See 650 to 685 series

<b>INSTITUTES:</b>	
— General .....	160-1
— Individual .....	See 160 series
<b>INSTRUCTIONS:</b>	
— Administrative .....	195-1
— Financial .....	See 850 series
— Personnel .....	See 1225 series
<b>INSURANCE:</b>	
— General .....	1150-1
— Death benefit insurance plan .....	1150-2
— Disability .....	1150-4
— Group Surgical Medical Insurance Plan .....	1150-3
— Provincial hospital plans .....	See 1155 series
— Provincial medicare plans .....	See 1160 series
— Public Service Management Insurance Plan .....	1150-5
— Unemployment .....	1150-6
— Vehicle — general .....	840-4
— individual .....	See 842 series
— water .....	See 846 series
<b>INTERCHANGE CANADA PROGRAM:</b>	
— Executive .....	1185-4-1
<b>INTERCITY:</b>	
— Telephone direct lines .....	215-4
<b>INTERCOMMUNICATIONS:</b>	
	210-2
<b>INTERNAL AUDIT:</b>	
— General .....	892-2
— Reports — general .....	895-2
— by years .....	See 895-2 series
<b>INTERNATIONAL:</b>	
— Agreements — general .....	See 150 series
— financial .....	See 880 series
— Associations, clubs, societies, etc. ....	See 160 series
— Committees, boards, commissions, councils, etc. ....	See 200 series
— Co-operation and liaison .....	See 238 series
— Meetings of associations, clubs, societies, etc. ....	See 160 series
— Meetings of committees, boards, commissions, etc. ....	See 200 series
— Meetings, conferences and symposia .....	See 220 series
<b>INTERPRETATION:</b>	
— Collective agreements .....	See 1285 series
<b>INTOXICATION:</b>	
— Counselling .....	1385-4-1
— Discipline .....	See 1290 series
<b>INTRUSION:</b>	
— Detection systems .....	470-2
<b>INVENTIONS:</b>	
— General .....	330-2

**INVENTORY(ies):**

— Buildings and properties — general .....	515-1
— central real property .....	515-2
— Crown land registry regulations .....	515-3
— Equipment — general .....	705-1
— furniture and furnishings .....	705-2
— office appliances .....	705-3
— Federal/provincial committees .....	200-2
— Manpower planning .....	1190-1
— Records management — general .....	425-1
— EDP public records .....	425-2
— field offices' holdings .....	425-4
— headquarters' holdings .....	425-3

**INVESTIGATIONS:**

— Accident claims — general .....	See 110 series
— motor vehicle .....	See 116 series
— Damages to buildings .....	See 550 series
— Losses and thefts .....	100-4

**ISOLATED POSTS:**

— Allowances .....	See 888 series
--------------------	----------------

**ITINERARIES:**

— Visits .....	490-4
----------------	-------

**J****JANITORIAL SERVICES:**

— General .....	See 575 series
-----------------	----------------

**JOB ANALYSIS:**

— General .....	See 1060 series
-----------------	-----------------

**K****KEYS:**

— Security of .....	See 470 series
---------------------	----------------

**L****LABORATORY EQUIPMENT AND SUPPLIES:**

— Catalogues, manuals, price lists .....	720-3
— Maintenance and repair .....	See 780 series

**LANDS:**

— General .....	590-1
— Acquisition .....	See 595 series
— Concessions .....	See 600 series

— Crown land registry regulations .....	515-3
— Development .....	See 605 series
— Disposal .....	See 610 series
— Federal land management .....	590-3
— Fencing .....	615-1
— Flood control .....	620-1
— Gardening .....	See 625 series
— Landscaping .....	625-1
— Maintenance of grounds .....	625-2
— Parking areas .....	See 630 series
— Roads, streets, sidewalks .....	See 640 series
— Trespassing .....	590-2
<b>LANDSCAPING:</b>	
— General .....	625-1
— Gardening .....	See 625 series
— Maintenance of grounds .....	625-2
— Open office .....	505-4
<b>LANGUAGE:</b>	
— French language units .....	175-2
— Training — general .....	1350-1
— English — general .....	1355-1
— English — nominations .....	1355-2
— French — general .....	1360-1
— French — nominations .....	1360-2
— replacements .....	1035-2
<b>LAWS:</b>	
— Acts and legislation .....	See 120 to 142 series
— Municipal by-laws .....	120-2
<b>LAY-OFFS:</b>	
— Policies and procedures .....	1240-2
<b>LEASES:</b>	
— Building .....	See 530 series
— Land .....	See 595 series
<b>LEAVE:</b>	
— General .....	1170-1
— Arbitration tribunals relating to .....	See 1270 series
— Collective agreements relating to .....	See 1285 series
— Educational .....	1330-2
— Special .....	1170-2
<b>LECTURES AND LECTURERS:</b>	
— General .....	324-1
— Honoraria .....	954-3
— Individual .....	See 324 series
— Minister's speeches .....	324-2
<b>LEGAL MATTERS:</b>	
— General .....	350-1
— Commissioner of oaths, affidavits .....	350-3
— Policy .....	350-0
— Powers of attorney .....	350-2

**LEGISLATION:** See Acts and Legislation

**LETTERS:**

— Administrative .....	195-1
— Appreciation .....	155-2
— Circular .....	See 195 series
— Complaint .....	155-3
— Condolence .....	155-4
— Congratulation .....	155-5
— Correspondence management .....	255-1
— Criticism .....	155-3
— Inquiry .....	155-3
— News .....	304-5
— Treasury Board circular .....	195-4

**LETTINGS:** See Concessions

**LEVELLING:**

— Of land .....	See 605 series
-----------------	----------------

**LIAISON:** See Co-operation and Liaison

**LIBRARY SERVICES:**

— General .....	355-1
— Books and publications — general .....	360-1
— listings .....	360-2
— loans .....	360-3
— procurement — general .....	360-4
— orders .....	360-4-1
— requisitions .....	360-4-2
— Cataloguing and accessioning .....	See 355 series
— Recordings and slides .....	355-4
— Subscriptions .....	355-3

**LICENCES:**

— General .....	365-1
— Patent .....	330-2
— Vehicle — general .....	840-5
— individual .....	See 842 series
— water .....	See 846 series

**LIGHTING:**

— General .....	675-1
— Fluorescent .....	675-2

**LIMOUSINES:**

— Use of .....	480-5
----------------	-------

**LISTS(ing):**

— Eligible .....	1090-2
— Library books and publications .....	360-2
— Price lists — cafeterias, canteens .....	185-4
— equipment .....	See 720 series
— Surplus buildings .....	555-2
— Surplus equipment .....	See 738 series

**LOANS:**

— Equipment .....	700-4
-------------------	-------

— Library .....	360-3	
<b>LOCAL PURCHASE:</b>		
— Orders — general .....	810-1	
— individual .....	See 810 series	
— Requisitions — general .....	815-1	
— individual .....	See 815 series	
<b>LOCATIONS:</b>		
— Building .....	525-2	
<b>LOCKS:</b>		
— Security of .....	See 470 series	
<b>LONG:</b>		
— Distance telephone calls .....	215-4	
— Service awards .....	1025-2	
<b>LOSSES AND THEFTS:</b> .....		100-4
<b>LOST:</b>		
— Cheques .....	930-2	
— Mail .....	See 375 series	
<b>LUBRICANTS:</b>		
— Motor .....	760-2	

## M

<b>MACHINES:</b>	
— Office — general .....	795-1
— calculating .....	795-3
— inventories .....	705-3
— maintenance and repair .....	780-2
— procurement and purchase .....	See 795 series
— Vending .....	185-2
<b>MAGAZINES:</b>	
— Advertising .....	298-2
— Subscriptions .....	355-3
<b>MAGNETIC TAPES:</b>	
— General .....	See 735 series
— Environmental control .....	655-2
<b>MAIL(ing):</b>	
— Lists .....	295-2
— Management .....	See 375 series
— Postal services .....	See 375 series
<b>MAINTENANCE:</b>	
— Building — general .....	575-1
— cleaning contracts .....	575-2
— decorating and redecorating .....	575-3
— inspection .....	See 575 series

— janitorial services .....	See 575 series
— Communication facilities .....	See 210 to 218 series
— Data processing equipment .....	780-3
— Equipment and supplies — general .....	780-1
— Fences .....	See 615 series
— Furniture and furnishings .....	See 780 series
— Ground .....	625-2
— Office appliances .....	780-2
— Parking areas .....	See 630 series
— Roads, sidewalks, streets .....	See 640 series
— Telephone .....	See 215 series
— Teletype and telex .....	See 218 series
— Utilities .....	See 650 to 685 series
— Vehicle — general .....	840-3
— individual .....	See 842 series
— water .....	See 846 series

#### MANAGEMENT:

— Career .....	See 1185 series
— Correspondence .....	255-1
— Electronic data processing public records .....	420-6
— Federal land .....	590-3
— Forms .....	285-1
— Improvement studies .....	See 380-5 series
— Information systems .....	380-2
— Mail .....	See 375 series
— Performance measurement systems .....	380-3
— Personnel evaluation system .....	1310-4
— Personnel information system .....	1310-3
— Records .....	See 420 to 430 series
— Services — general .....	380-1
— shared administrative program .....	380-4
— studies and surveys .....	See 380-5 series
— Shared administrative services program .....	380-4
— Studies and surveys .....	See 380-5 series

#### MANAGERIAL AND CONFIDENTIAL EXCLUSIONS:

— General .....	1300-1
— Casual employees .....	1300-2
— Part time employees .....	1300-2
— Policy .....	1300-0
— Public Service Staff Relations Board decisions .....	1300-3
— Reports .....	1300-4

#### MANITOBA:

— Acts and legislation .....	142-7
— Co-operation and liaison .....	242-7

#### MANPOWER PLANNING:

— General .....	1180-1
— Career management — general .....	1185-1
— administrative trainees .....	1185-3
— assignment program .....	1185-2
— executives — general .....	1185-4
— interchange program .....	1185-4-1
— Data stream .....	1190-2
— Equal employment opportunities .....	1180-2
— Inventories .....	1190-1

— Performance appraisal — general .....	1195-1
— probationary and notice periods .....	1195-2
— Reports and statistics .....	See 1200 series
— Requirements and utilization — general .....	1205-1
— manpower allocation .....	1205-3
— manpower control .....	1205-3
— reports .....	See 1200 series
— staffing estimates .....	1205-2
— staffing forecasts .....	1205-2
— staffing requirements .....	1205-2
— statistics .....	See 1200 series
<b>MANUAL(S):</b>	
— Administrative .....	195-2
— Equipment .....	See 720 series
— Financial .....	850-2
— Personnel .....	1000-2
— Records operations and procedures .....	420-3
— Subject file classification .....	420-2
<b>MANUSCRIPTS:</b>	
— General .....	304-2
— For publication .....	304-2-1
<b>MEASUREMENT:</b>	
— Management performance systems .....	380-3
<b>MEDIA:</b>	
— Relations .....	295-4
<b>MEDICAL SERVICES:</b>	
— General .....	1140-1
— Examinations .....	1140-2
— Health units .....	1140-4
— Insurance plans — general .....	See 1150 series
— provincial hospital plans .....	See 1155 series
— provincial medicare plans .....	See 1160 series
— Tuberculosis X-ray surveys .....	1140-3
<b>MEDICARE:</b>	
— Provincial plans .....	See 1160 series
<b>MEETINGS:</b>	
— Of associations, clubs, societies, etc. .....	See 160 series
— Of boards, committees, commissions, councils, etc. .....	See 200 series
— Of conferences and symposia .....	See 220 series
<b>MEMBERSHIP:</b>	
— Associations, clubs, federations, societies, etc. .....	160-2
<b>MENUS:</b>	
.....	185-4
<b>MERIT:</b>	
— Awards .....	1025-3
— Senior merit pay regulations .....	1255-3
<b>MESSAGES:</b>	
— Christmas .....	155-6

<b>MESSENGERS:</b>	
— Mail .....	See 375 series
<b>MICROFILM(ing):</b>	
— Equipment — general .....	785-1
— films .....	785-3
— procurement and purchase .....	See 785 series
— readers .....	785-2
— Of records .....	420-5
<b>MINISTERIAL CORRESPONDENCE:</b>	
— Preparation of .....	255-4
<b>MINISTERS:</b>	
— Speeches .....	324-2
<b>MINUTES:</b>	
— Of associations, clubs, societies, etc. .....	See 160 series
— Of boards, committees, commissions, panels, etc. .....	See 200 series
— Of conferences, meetings, symposia .....	See 220 series
— Treasury Board .....	195-3
<b>MISCONDUCT:</b>	
— General .....	See 1290 series
<b>MOBILE VENDORS:</b>	
.....	185-3
<b>MODULAR FURNITURE:</b>	
.....	768-3
<b>MONITORING:</b>	
— Data processing .....	See 265 series
<b>MONTHLY:</b>	
— Reports and statistics — general .....	444-1
— branch status reports .....	444-2
<b>MORALE:</b>	
— General .....	See 1385 series
<b>MOTIONS:</b>	
— For papers .....	400-3
<b>MOTOR:</b>	
— Fuels — general .....	760-1
— oils and lubricants .....	760-2
— Transport — mileage allowances .....	995-2
— use of limousine and taxi services .....	480-5
— Vehicles — departmental — general .....	See 840 series
— accidents .....	See 115:116 series
— individual .....	See 842 series
— privately owned — general .....	See 480 series
— mileage allowances .....	995-2
<b>MUNICIPAL(ities):</b>	
— By-laws .....	120-2
— Co-operation and liaison .....	230-2

<b>N</b>	
<b>NATURAL GAS:</b>	
— Heating fuel .....	758-2
— Utilities .....	665-2
<b>NEW BRUNSWICK:</b>	
— Acts and legislation .....	142-4
— Co-operation and liaison .....	242-4
<b>NEWFOUNDLAND:</b>	
— Acts and legislation .....	142-1
— Co-operation and liaison .....	242-1
<b>NEWSLETTERS:</b>	304-5
<b>NEWSPAPER(S):</b>	
— Advertising .....	298-2
— Clippings and releases .....	295-5
— Subscriptions .....	355-3
<b>NOMINATIONS:</b>	
— English language course .....	1355-2
— French language course .....	1360-2
<b>NORTHWEST TERRITORIES:</b>	
— Acts and legislation .....	142-11
— Co-operation and liaison .....	242-11
<b>NOTIFICATION:</b>	
— Of surplus Crown property .....	610-2
<b>NOVA SCOTIA:</b>	
— Acts and legislation .....	142-3
— Co-operation and liaison .....	242-3
 <b>O</b>	
<b>OATHS:</b>	
— Of allegiance and secrecy .....	130-4
— Commissioner of .....	350-3
<b>OBJECTIVES:</b>	
— Biculturalism and bilingualism .....	175-0
— Departmental plans and programs .....	See 410 series
— Long and short range .....	410-3
<b>OCCUPATIONAL:</b>	
— Health and safety .....	1005-2
<b>OFFERS:</b>	
— Of employment .....	See 1100 series
— Of service — companies, corporations, firms .....	See 250 series
— Of service .....	505-2

**OFFICE APPLIANCES:**

— General .....	795-1
— Calculating machines .....	795-3
— Inventories .....	705-3
— Maintenance and repair .....	780-2
— Price lists .....	720-2
— Procurement .....	See 795 series
— Tape recorders .....	795-4
— Typewriters .....	795-2

**OFFICE LANDSCAPING:**

— Open .....	505-4
--------------	-------

**OFFICE SERVICES:**

— General .....	390-1
— Duplication services .....	390-3
— Office procedures .....	390-2
— Reproduction services .....	390-3
— Secretarial services .....	390-4
— Translation services .....	390-5
— Typing services .....	390-4

**OILS:**

— Motor .....	760-2
---------------	-------

**ONTARIO:**

— Acts and legislation .....	142-6
— Co-operation and liaison .....	242-6

**OPEN OFFICE:**

— Landscaping .....	505-4
---------------------	-------

**OPERATING STANDARDS:**

— Vehicles — general .....	840-2
— individual .....	See 842 series
— water .....	See 846 series

**OPERATION(s):**

— Communications .....	See 210 to 218 series
— File .....	420-4
— Records operations and procedures .....	420-3
— Utilities .....	See 650 to 685 series

**OPPORTUNITIES:**

— Equal employment .....	1180-2
--------------------------	--------

**ORDERS:**

— Administrative .....	195-1
— In-Council .....	195-5
— Local purchase orders — general .....	810-1
— individual .....	See 810 series
— Personnel .....	See 1225 series
— Post .....	470-3
— Travel .....	480-2

**ORGANIZATION:**

— General .....	105-1
— Charts .....	105-4

— Committees, commissions, councils, etc. ....	See 200 series
— Conferences, meetings, symposia .....	See 220 series
— Departmental .....	See 105 series

**OUTBOARD MOTORS:**

— General .....	See 846 series
-----------------	----------------

**OUTSTANDING:**

— Achievement awards .....	1025-4
— Receivable accounts .....	870-2

**OVERTIME:**

— General .....	1145-1
— Adjudication and arbitration .....	See 1270 series
— Compensation for .....	1145-2

**P**

**PAINTING:**

— Maintenance of buildings .....	See 575 series
----------------------------------	----------------

**PAMPHLETS:**

— General .....	308-1
— Individual .....	See 312 series

**PANELS:**

— General .....	200-1
— Individual .....	See 200 series

**PARKING:**

— General .....	844-1
— Applications .....	844-4
— Areas — general .....	630-1
— construction, development, maintenance, etc. ....	See 630 series
— Permits .....	844-2
— Regulations .....	844-3
— Signs .....	630-2

**PARLIAMENTARY MATTERS:**

— General .....	400-1
— Inquiries .....	400-2
— Motions for papers .....	400-3
— Questions .....	400-2
— Record of Cabinet decisions .....	400-4

**PART TIME:**

— Employment .....	1080-4
— Managerial and confidential exclusions .....	1300-2

**PASSES:**

— Identification .....	465-4
------------------------	-------

**PASSPORTS:**

.....	480-6
-------	-------

<b>PATENTS:</b>	
— General .....	330-2
— Individual .....	See 330 series
<b>PAVING:</b>	
— Parking areas .....	See 630 series
— Roads, streets, sidewalks .....	See 640 series
<b>PAY:</b> See Salaries and Wages	
<b>PAYABLE ACCOUNTS:</b>	
— General .....	862-1
— Advertising .....	862-2
— Individual .....	See 864 series
— Postage .....	862-3
— Printing costs .....	862-4
<b>PENNANTS:</b>	
— General .....	170-1
— Procurement .....	700-3
<b>PENSION:</b>	
— Canada Pension Plan .....	1320-2
— Superannuation — general .....	1320-1
— reciprocal transfer agreements .....	1320-3
<b>PERFORMANCE:</b>	
— Management performance measurement systems .....	380-3
— Personnel performance appraisals and reviews .....	1195-1
— Probationary and notice periods .....	1195-2
<b>PERIODICALS:</b>	
— Advertising .....	298-2
— Subscriptions .....	355-3
<b>PERMITS:</b>	
— General .....	365-1
— Exploratory and scientific .....	365-2
— Parking .....	844-2
<b>PERSONAL:</b>	
— Contracts .....	See 938 series
<b>PERSONNEL:</b>	
— General .....	1000-1
— Accidents and injuries — general .....	1005-1
— occupational health and safety .....	1005-2
— workmen's compensation .....	1005-3
— Appointments — general .....	1010-1
— acting .....	1010-2
— announcements .....	1010-3
— casual and term .....	1115-1
— Attendance — general .....	1015-1
— reports .....	1015-2
— Awards and honours — general .....	See 1020 series
— incentive .....	See 1025 series

— Bilingualism — general .....	See 1035 series
— positions .....	See 1040 series
— Classification .....	See 1050 to 1060 series
— Corps of Commissionaires .....	See 1070 series
— Directives .....	See 1225 series
— Documentation and records .....	1000-3
— Employment .....	See 1080 to 1115 series
— Establishment .....	See 1120 series
— Health .....	See 1140 series
— Holidays .....	1170-1
— Hours of work .....	See 1145 series
— Insurance .....	See 1150 to 1160 series
— Leave — general .....	1170-1
— special .....	1170-2
— Manpower planning .....	See 1180 to 1205 series
— Manual .....	1000-2
— Medical services .....	See 1140 series
— Oaths of allegiance and secrecy .....	1000-4
— Overtime .....	See 1145 series
— Pay .....	See 1250:1255 series
— Pension plans .....	See 1320 series
— Promotions .....	1220-1
— Regulations .....	See 1225 series
— Reports .....	See 1230 series
— Retention and disposal of records .....	430-3
— Retirement .....	1240-1
— Salaries .....	See 1250:1255 series
— Security — general .....	465-1
— clearances .....	465-2
— fingerprinting .....	465-3
— Identification badges and passes .....	465-4
— Selection standards .....	See 1260 series
— Separations .....	See 1240 series
— Staff relations .....	See 1265 to 1305 series
— Staffing .....	See 1080 to 1115 series
— Statistics .....	See 1230 series
— Studies .....	See 1310 series
— Superannuation — general .....	1320-1
— reciprocal transfer agreements .....	1320-3
— Surveys and systems .....	See 1310 series
— Training .....	See 1330 to 1365 series
— Transfers .....	1000-5
— Welfare .....	See 1385 series

#### PETTY CASH:

— Standing advances .....	878-2
---------------------------	-------

#### PHOTOGRAPHS(ic):

— General .....	295-6
— Equipment .....	700-5

#### PHYSICAL SECURITY:

— General .....	470-1
— Intrusion detection systems .....	470-2
— Keys, locks, etc. .....	See 470 series
— Post orders and regulations .....	470-3

**PLACEMENT:**

— Of redundant employees .....	1240-4
--------------------------------	--------

**PLANS(ing):**

— General .....	410-1
— Accommodation .....	505-3
— Annual reviews — general .....	410-2
— by years .....	See 410-2 series
— Emergency .....	See 275 series
— Insurance .....	See 1150:1155:1160 series
— Management services .....	See 380 series
— Subject file classification .....	420-2
— Training .....	See 1365 series

**PLUMBING:**

— General .....	680-1
-----------------	-------

**POLICY(ies):**

— Adjudication .....	1270-0
— Administration .....	100-0
— Attendance .....	1015-0
— Bilingual positions .....	1040-0
— Bilingualism and biculturalism .....	175-0
— Cafeterias, canteens and eating facilities .....	185-0
— Claims .....	934-0
— Classification .....	1050-0
— Contracts .....	938-0
— Discharges, discipline and dismissal .....	1290-0
— Eating facilities .....	185-0
— Employment .....	1080-0
— Financial — general .....	850-0
— cash accounting .....	858-0
— Grants .....	964-0
— Grievance .....	1295-0
— Language training .....	1350-0
— Lay-offs .....	1240-2
— Legal matters .....	350-0
— Library .....	355-0
— Managerial and confidential exclusions .....	1300-0
— Pay .....	1250-0
— Procurement .....	800-0
— Promotion .....	1220-0
— Retirement and separation .....	1240-0
— Revolving fund .....	962-0
— Staffing .....	1080-0
— Training — general .....	1330-0
— language .....	1350-0
— Travel .....	480-0
— Working capital advances .....	962-0

**POPPY DAY:**

— Campaigns .....	188-5
-------------------	-------

**POSITIONS:**

— Abandonment of .....	1240-3
— Bilingual positions — general .....	1040-1
— designation and identification .....	1040-2
— Classification — general .....	1050-1

— individual positions .....	Use 1050-position number
— red circled positions .....	1050-4
— standards .....	See 1060 series
— Description .....	See 1050 series
<b>POST ORDERS:</b>	
— Corps of Commissionaires .....	470-3
<b>POSTAGE:</b>	
— Accounts .....	862-3
<b>POSTAL SERVICES:</b>	
— General .....	375-1
— Canada Post Office regulations .....	375-2
— Lost or damaged mail .....	See 375 series
— Mail strikes .....	375-4
— Postal code directory .....	See 375 series
— Rental of Post Office boxes .....	375-3
<b>POSTERS:</b>	
— Employment and Recruitment .....	1100-3
<b>POWER:</b>	
— Of attorney .....	350-2
— Hydro — general .....	670-1
— conservation .....	670-4
— generators .....	670-2
— power houses .....	670-3
<b>PRESS:</b>	
— Clippings .....	295-5
— Relations .....	295-4
— Releases .....	295-5
<b>PREVENTION:</b>	
— Accident .....	110-2
— Fire .....	560-2
— Motor vehicle accident — general .....	115-2
— safe driving week .....	115-2-1
— skilled driving competitions .....	115-2-2
<b>PRICE LISTS:</b>	
— Cafeterias and canteens .....	185-4
— Equipment .....	See 720 series
<b>PRINCE EDWARD ISLAND:</b>	
— Acts and legislation .....	142-2
— Co-operation and liaison .....	242-2
<b>PRINTING:</b>	
— Books and publications — general .....	308-2
— individual .....	See 312 series
— Costs .....	862-4
<b>PRIVILEGES:</b>	
— Cattle grazing .....	600-3

**PROBATIONARY:**

— And notice periods .....	1195-2
----------------------------	--------

**PROCEDURES:**

— Accounting .....	855-2
— Classification .....	1050-0
— Contract .....	938-2
— Discipline .....	1290-0
— Grievance .....	1295-0
— Lay-off .....	1240-2
— Office .....	390-2
— Plans and programs .....	See 410 series
— Purchasing .....	800-2
— Records management .....	420-3
— Requisitioning .....	800-3

**PROCEEDINGS:**

— Associations, clubs, societies, etc. ....	See 160 series
— Committees, commissions, councils, panels, etc. ....	See 200 series
— Conferences, meetings, symposia ....	See 220 series

**PROCUREMENT:**

— General .....	800-1
— Badges .....	700-3
— Building materials .....	See 715 series
— Clothing .....	See 725 series
— Contracts — general .....	805-1
— individual .....	See 805 series
— Crests .....	700-3
— Data processing equipment .....	See 735 series
— Emblems .....	700-3
— Flags .....	700-3
— Food .....	See 750 series
— Forms .....	See 754 series
— Fuels .....	See 758:760 series
— Furniture and furnishings .....	See 764:768 series
— Library books and publications .....	See 360-4 series
— Local purchase orders — general .....	810-1
— individual .....	See 810 series
— Local purchase requisitions — general .....	815-1
— individual .....	See 815 series
— Microfilming equipment .....	See 785 series
— Office appliances .....	See 795 series
— Photographic equipment .....	700-5
— Policy .....	800-0
— Purchasing procedures .....	800-2
— Requisitioning procedures and methods .....	800-3
— Requisitions — general .....	815-1
— individual .....	See 815 series
— Stationery .....	See 830 series
— Vehicles .....	See 840:842:846 series

**PROFESSIONAL INSTITUTE OF THE PUBLIC SERVICE OF CANADA:**

— Gold medal award .....	1020-4
--------------------------	--------

**PROGRAM(s):**

— General .....	410-1
— Accident safety .....	See 110 series

— Accomplishments .....	See 410 series
— Annual reviews — general .....	410-2
— by years .....	See 410-2 series
— Budget .....	See 904 to 925 series
— Career .....	See 1185 series
— Co-operative .....	See 1095-3 series
— Data processing .....	See 265 series
— Day care centre .....	1385-2
— Departmental legislative .....	See 125-2 series
— Employment and staffing .....	See 1095 series
— Forecast — general .....	925-1
— by years .....	See 925 series
— Goals .....	See 410 series
— Interchange Canada executive .....	1185-4-1
— Legislative .....	See 125-2 series
— Records management .....	See 420 series
— Shared administrative services .....	380-4
— Staffing .....	See 1095 series
— Summer students .....	See 1110 series
— Vehicle accident .....	See 115-2 series
— Winter works .....	1095-4
— Work experience .....	1095-2

#### PROMOTIONS:

— General .....	1220-1
— Policy .....	1220-0

#### PROPERTIES: See Buildings and Properties

#### PROTECTIVE:

— Alarms and intrusion detection systems .....	470-2
--	-------

#### PROVINCIAL:

— Acts and legislation .....	See 142 series
— Agreements — general .....	See 150 series
— financial .....	See 880 series
— Bills .....	See 142 series
— Co-operation and liaison .....	See 242 series
— Federal cost sharing agreements .....	880-2
— Hospital insurance plans .....	See 1155 series
— Inventory of federal/provincial committees .....	200-2
— Medicare insurance plans .....	See 1160 series
— Sales tax .....	992-3

#### PUBLIC ACCOUNTS:

— General .....	855-3
-----------------	-------

#### PUBLIC ARCHIVES OF CANADA:

— Accessions .....	See 430 series
— Records retention and disposal — general .....	See 430 series
— authorities .....	See 430 series
— Transfer of records to Historical Branch .....	See 430 series
— Transfer of records to Public Archives Records Centre .....	430-6

#### PUBLIC RECORDS:

— Access to .....	See 420 series
— EDP — inventories .....	425-2

— Management of EDP .....	420-6
---------------------------	-------

**PUBLIC RELATIONS:** See Information Services

**PUBLIC SERVICE:**

— Commission — training courses .....	See 1345 series
— Conflict of interest guidelines .....	1225-3
— Employment regulations .....	1225-2
— Management insurance plan .....	1150-5
— Staff Relations Board — adjudication decisions .....	1270-2
— certification of bargaining agents .....	1280-2
— managerial and confidential exclusion decisions .....	1300-3
— Survey of benefit usage in the .....	1310-5

**PUBLIC WORKS:**

— Accommodation status reports .....	510-2
— Alterations and repairs — requisitions for services .....	535-2

**PUBLICATIONS:** See Books and Publications

**PUNCHES:**

— Hand .....	830-3
--------------	-------

**PURCHASE(s):**

— Building .....	See 530 series
— Equipment .....	See procurement
— Land .....	See 595 series
— Library books and publications .....	See 360-4 series

**Q**

**QUARTERLY REPORTS AND STATISTICS:**

— General .....	446-1
— Administrative summary reports .....	446-2
— To Treasury Board on manpower utilization .....	1200-3

**QUEBEC:**

— Acts and legislation .....	142-5
— Co-operation and liaison .....	242-5

**QUESTIONS:**

— Parliamentary .....	400-2
-----------------------	-------

**R**

**RADIO:**

— Advertising .....	298-3
— Broadcasts .....	295-7

**RAILWAY:**

— Accidents .....	See 110 series
— Transportation .....	See 480 series

<b>READERS:</b>	
— Microfilm .....	785-2
<b>REAL PROPERTY:</b> See Buildings and Properties	
<b>RECEIVABLE ACCOUNTS:</b>	
— General .....	870-1
— Individual .....	See 874 series
— Outstanding .....	870-2
— Uncollectible .....	870-3
— Write-offs .....	870-3
<b>RECIPROCAL:</b>	
— Superannuation transfer agreements .....	1320-3
<b>RECLASSIFICATIONS:</b>	
— General .....	1220-1
— Policy .....	1220-0
<b>RECORD(s):</b>	
— Of agreements .....	150-2
— Annual report of records destroyed .....	430-2
— Of Cabinet decisions .....	400-4
— Cash control .....	858-3
— Essential .....	420-7
— Inventories of electronic data processing public .....	425-2
— Management of electronic data processing public .....	420-6
— Microfilming of .....	420-5
— Personnel records and documentation .....	1000-3
— Transfer of records to PARC .....	430-6
<b>RECORDINGS:</b>	
— Library .....	355-4
<b>RECORDS MANAGEMENT:</b>	
— General .....	420-1
— Course .....	1335-3
— Electronic data processing public records — inventories .....	425-2
— — management of .....	420-6
— Essential records .....	420-7
— File operations .....	420-4
— Forms .....	285-3
— Inventories — general .....	425-1
— — EDP records .....	425-2
— — field offices .....	425-4
— — headquarters .....	425-3
— Mail management .....	See 375 series
— Microfilming of records .....	420-5
— Operations and procedures .....	420-3
— Program .....	See 420 series
— Retention and disposal — general .....	430-1
— — accessions .....	See 430 series
— — annual reports .....	430-2
— — operational records .....	430-5
— — personnel records .....	430-3
— — Public Archives authorities .....	See 430 series
— — transfer of records .....	See 430 series
— Subject file classification system .....	420-2

<b>RECREATION:</b>	— General .....	1385-3
<b>RECRUITMENT(ing):</b>	— General .....	1100-1
	— Advertising .....	1100-2
	— Of Francophones .....	1100-4
	— Of prospective employees at colleges, universities .....	See 1100 series
	— Posters .....	1100-3
<b>RED CIRCLED:</b>	— Positions .....	1050-4
<b>REDECORATING:</b>	.....	575-3
<b>REDUNDANT EMPLOYEES:</b>	— Placement of .....	1240-4
<b>REFORESTATION:</b>	.....	605-2
<b>REFRIGERATION:</b>	.....	650-2
<b>REFUSE:</b>	— Burning of .....	660-2
<b>REGISTER:</b>	— Forms .....	285-2
<b>REGISTRATION:</b>	— Personnel .....	1000-3
	— Vehicles — general .....	840-5
	— individual .....	See 842 series
	— water .....	See 846 series
<b>REGULATIONS:</b>	— Acts and legislation .....	See 120 to 142 series
	— Administrative — general .....	195-1
	— manual .....	195-2
	— Contract .....	938-2
	— Crown land registry .....	515-3
	— Pay .....	See 1255 series
	— Personnel .....	See 1225 series
	— Post Office .....	375-2
	— Post orders .....	470-3
	— Travel .....	480-2
	— Zoning .....	500-2
<b>REIMBURSEMENT:</b>	— Of tuition fees for training .....	954-2
<b>RELATIONS:</b>	— Co-operation and liaison .....	See 230 to 245 series
	— Media .....	295-4
<b>RELEASE(s):</b>	— Of information .....	460-2
	— Personnel .....	See 1240 series
	— Press .....	295-5

<b>REMOVAL:</b>	
— Expenses .....	See 995 series
<b>REMUNERATION:</b>	
— Retroactive pay regulations .....	1255-4
<b>RENEWAL:</b>	
— Of building leases .....	530-2
<b>RENTAL:</b>	
— Post Office boxes .....	375-3
<b>REPAIRS:</b> See Alterations and Repairs	
<b>REPLACEMENTS:</b>	
— Language training .....	1035-2
<b>REPORTING:</b>	
— Financial reporting systems .....	988-2
<b>REPORTS AND STATISTICS:</b>	
— General .....	440-1
— Accommodation — general .....	510-1
— DPW status reports .....	510-2
— monthly reports .....	510-3
— Attendance .....	1015-2
— Annual — general .....	442-1
— associations, clubs, societies, etc. ....	See 160 series
— of records destroyed .....	430-2
— Audit .....	See 895 series
— Boards, committees, commissions, councils, etc. ....	See 200 series
— Conferences, meetings, symposia .....	See 220 series
— Financial .....	See 988 series
— Fire .....	560-4
— Managerial and confidential exclusions .....	1300-4
— Manpower planning — general .....	1200-1
— quarterly report to Treasury Board .....	1200-3
— staff turnover data .....	1200-5
— status reports .....	1200-4
— strength and utilization statistics .....	1200-2
— Monthly — general .....	444-1
— accommodation .....	510-3
— branch status reports .....	444-2
— Personnel .....	See 1230 series
— Quarterly — general .....	446-1
— report to Treasury Board re manpower utilization .....	1200-3
— summary reports .....	446-2
— Weekly .....	448-1
<b>REPRODUCTION SERVICES:</b> .....	390-3
<b>REQUESTS:</b>	
— Staff .....	1105-1
<b>REQUIREMENTS:</b>	
— Manpower — general .....	1205-1
— allocation and control .....	1205-3

— reports and statistics .....	See 1200 series	
— staffing estimates and forecasts .....	1205-2	
<b>REQUISITIONS(ing):</b>		
— Cheque .....	930-3	
— Equipment — general .....	815-1	
— individual .....	See 815 series	
— For services to DPW re alterations and repairs .....	535-2	
— Library books and publications .....	360-4-2	
— Procedures .....	800-3	
<b>RESERVATIONS:</b>		
— Conference room .....	525-4	
— Hotel .....	480-4	
<b>RETENTION OF RECORDS:</b>		
— General .....	430-1	
— Administrative .....	430-4	
— Authorities .....	See 430 series	
— Operational .....	430-5	
<b>RETIREMENT:</b>		
— Personnel — general .....	1240-1	
— policy .....	1240-0	
— Records .....	See 430 series	
<b>RETROACTIVE:</b>		
— Pay remuneration regulations .....	1255-4	
<b>RETURNS:</b> See Reports and Statistics		
<b>REVENUE ACCOUNTS:</b>		
— General .....	870-1	
— Individual .....	See 874 series	
<b>REVIEWS:</b>		
— Annual — general .....	410-2	
— by years .....	See 410-2 series	
<b>REVOLVING FUNDS:</b>		
— General .....	962-1	
— Policy .....	962-0	
<b>RIGHTS OF WAY:</b> .....		600-2
<b>ROAD(s):</b>		
— General .....	640-1	
— Construction, maintenance and repair of .....	See 640 series	
— Signs .....	640-2	
— Snow removal .....	640-3	
<b>ROYAL:</b>		
— Commissions — general .....	200-1	
— individual .....	See 200 series	
— Visits .....	See 490 series	

**SAFETY:**

— Accident .....	110-2
— Fire .....	560-2
— Occupational health .....	1005-2
— Vehicle — general .....	115-2
— safe driving week .....	115-2-1
— skilled driving competitions .....	115-2-2

**SALARIES AND WAGES:**

— General .....	1250-1
— Annual increases .....	1250-3
— Collective agreements .....	See 1285 series
— Deductions .....	1250-4
— DSS pay system .....	1250-5
— Inquiries .....	1250-2
— Policy .....	1250-0
— Regulations — general .....	1255-1
— acting pay .....	1255-2
— retroactive remuneration .....	1255-4
— senior merit pay .....	1255-3

**SALE(s):**

— Books and publications .....	See 308:312 series
— Of buildings .....	See 555 series
— Of land .....	See 610 series
— Provincial sales tax .....	992-3

**SASKATCHEWAN:**

— Acts and legislation .....	142-8
— Co-operation and liaison .....	242-8

**SAVINGS BONDS:**

— General .....	188-3
— By years .....	See 188-3 series

**SCHEDULES:**

— Records retention and disposal .....	See 430 series
--	----------------

**SCHOLARSHIPS:**

— General .....	1330-3
-----------------	--------

**SCHOOLS:**

— Co-operation and liaison .....	See 245 series
----------------------------------	----------------

**SCIENTIFIC:**

— Exploratory permits .....	365-2
— Survey of Federal Government expenditures .....	950-3

**SCOWS:**

— General .....	See 846 series
-----------------	----------------

**SECRECY:**

— Oaths of allegiance and .....	1000-4
---------------------------------	--------

**SECRETARIAL SERVICES:** .....

390-4

**SECURITY:**

— General .....	460-1
— Badges .....	465-4
— Building .....	See 470 series
— Clearances of personnel .....	465-2
— Downgrading of correspondence .....	460-3
— Exchange of information .....	See 460 series
— Identification .....	465-4
— Intrusion detection systems .....	470-2
— Locks, keys, etc. .....	See 470 series
— Passes .....	465-4
— Personnel — general .....	465-1
— clearances .....	465-2
— fingerprinting .....	465-3
— identification badges and passes .....	465-4
— Physical — general .....	470-1
— intrusion detection systems .....	470-2
— post orders and regulations .....	470-3
— use of locks, keys and combinations .....	See 470 series
— Release of information .....	460-2

**SELECTION STANDARDS:**

— General .....	1260-1
-----------------	--------

**SEMINARS:**

— General .....	220-1
— Individual .....	See 220 series

**SENIOR MERIT PAY:**

— Regulations .....	1255-3
---------------------	--------

**SEPARATIONS:**

— General .....	1240-1
— Policy .....	1240-0

**SERVICE(s):**

— Communications .....	See 210 to 218 series
— Contracts .....	See 938 series
— Data processing .....	See 265 series
— Duplication .....	390-3
— Elevator .....	525-3
— Information .....	See 295 to 324 series
— Library .....	See 355:360 series
— Mail and postal .....	See 375 series
— Management .....	See 380 series
— Office .....	See 390 series
— Reproduction .....	390-3
— Secretarial .....	390-4
— Translation .....	390-5
— Typing .....	390-4

**SEWAGE:** ..... 685-1**SHARED(ing):**

— Administrative services program .....	380-4
— Federal/provincial cost sharing agreements .....	880-2

<b>SHELVING:</b>		
— Drawings and specifications .....		742-2
<b>SHIP(s):</b>		
— Accidents .....	See 110 series	
— Procurement, maintenance, etc. of small .....	See 846 series	
<b>SHOP STEWARDS:</b>		1305-4
<b>SIDEWALKS:</b>		
— General .....	640-1	
— Construction, maintenance, repair .....	See 640 series	
— Signs .....	640-2	
— Snow removal .....	640-3	
<b>SIGNING AUTHORITIES:</b>		
— Correspondence .....	255-5	
— Financial .....	990-1	
<b>SIGNS:</b>		
— Parking .....	630-2	
— Roads, streets, sidewalks .....	640-2	
<b>SITES:</b>		
— Land .....	See 595 series	
<b>SLIDES:</b>		
— General .....	295-8	
— Library .....	355-4	
<b>SNOW:</b>		
— Mobiles .....	See 840 series	
— Removal .....	640-3	
<b>SOCIETIES:</b>		
— General .....	160-1	
— Annual statements .....	See 160 series	
— Fees .....	160-2	
— Financial statements .....	See 160 series	
— Individual .....	See 160 series	
— Memberships .....	160-2	
— Minutes of meetings .....	See 160 series	
<b>SOLICITATIONS:</b>		
— Companies, corporations, firms .....	See 250 series	
<b>SPACE:</b>		
— Allocation of .....	See 505 series	
— Offers of .....	505-2	
— Parking .....	See 844 series	
<b>SPECIFICATIONS:</b>		
— Equipment — shelving .....	742-2	
— special items .....	742-1	

<b>SPEECH(es):</b>	
— General .....	324-1
— Individual .....	See 324 series
— Minister's .....	324-2
— Throne .....	See 120 series
<b>SPORTS:</b>	
— General .....	1385-3
<b>SPRINKLER:</b>	
— Automatic systems .....	565-1
<b>STAFF:</b>	
— Freeze and control .....	1120-2
— Relations — general .....	1265-1
— adjudication .....	See 1270 series
— bargaining agents — general .....	1280-1
— bargaining calendar .....	1280-3
— certification of .....	1280-2
— collective agreements — general .....	1285-1
— by category .....	See 1285 series
— interpretations .....	1285-2
— designated employees .....	1265-2
— discipline .....	See 1290 series
— grievances .....	See 1295 series
— managerial and confidential exclusions .....	See 1300 series
— union relations .....	See 1305 series
— Requests .....	1105-1
— Turnover data and statistics .....	1200-5
<b>STAFFING:</b> See Employment and Staffing	
<b>STANDARDS:</b>	
— Classification — general .....	1060-1
— by category and group .....	See 1060 series
— Selection .....	1260-1
— Vehicle operating .....	See 840:842:846 series
<b>STANDING ADVANCES:</b>	
— General .....	878-1
— Imprest bank accounts .....	878-3
— Petty cash .....	878-2
— Travel .....	995-3
<b>STANDING OFFER AGREEMENTS:</b>	
— General .....	825-1
— Index of sources .....	825-2
— Individual .....	See 825 series
<b>STATEMENTS:</b>	
— Bank account .....	900-2
— Expenditure .....	See 950 series
— Financial — general .....	See 988 series
— associations, clubs, societies, etc. ....	See 160 series

<b>STATIONERY:</b>	
— General .....	830-1
— Address cards .....	830-2
— Hand punches .....	830-3
<b>STATISTICS:</b> See Reports and Statistics	
<b>STATUS:</b>	
— Manpower reports .....	1200-4
— Monthly accommodation reports .....	510-2
<b>STATUTES:</b>	
— Departmental .....	See 125 series
— Federal .....	See 135 series
— Provincial .....	See 142 series
<b>STENOGRAPHIC SERVICES:</b> ..... 390-4	
<b>STREETS:</b>	
— General .....	640-1
— Construction, maintenance and repair .....	See 640 series
— Signs .....	640-2
— Snow removal .....	640-3
<b>STRENGTH:</b>	
— Establishment .....	See 1120 series
— Utilization statistics .....	1200-2
<b>STRIKES:</b>	
— General .....	1265-3
— Mail .....	375-4
<b>STUDIES:</b>	
— Data processing .....	See 265-2 series
— Management .....	See 380-5 series
— Personnel .....	See 1310 series
<b>SUB-COMMITTEES:</b>	
— General .....	200-1
— Individual .....	See 200 series
<b>SUBMISSIONS:</b>	
— Preparation of Treasury Board .....	255-3
<b>SUBSCRIPTIONS:</b>	
— Library .....	355-3
— Magazines, periodicals, newspapers, etc. .....	355-3
<b>SUGGESTION AWARDS:</b>	
— General .....	1025-5
— Individual .....	See 1025 series
<b>SUMMER STUDENTS:</b>	
— General .....	1110-1
— Employment .....	1110-1
— Programs .....	See 1110 series

<b>SUPERANNUATION:</b>	
— General .....	1320-1
— Reciprocal transfer agreements .....	1320-3
<b>SUPPLEMENTARY ESTIMATES:</b>	
— General .....	920-1
— By years .....	See 920 series
<b>SUPPLIERS ACCOUNTS:</b>	
— Individual .....	See 864 series
<b>SUPPLIES:</b> See Equipment and Supplies	
<b>SURPLUS:</b>	
— Buildings .....	See 555 series
— Equipment .....	See 738 series
— Land .....	See 610 series
<b>SURVEYS:</b>	
— Data processing .....	See 265-2 series
— Federal Government expenditures on scientific activities .....	950-3
— Management .....	See 380-5 series
— Personnel .....	See 1310 series
— Tuberculosis X-ray .....	1140-3
<b>SYMPOSIA:</b>	
— General .....	220-1
— Individual .....	See 220 series
<b>SYSTEMS:</b>	
— Data processing .....	See 265 series
— File classification .....	420-2
— Management services .....	See 380 series
— Personnel .....	See 1310 series
T	
<b>TASK FORCES:</b>	
— General .....	200-1
— Individual .....	See 200 series
<b>TAX(es):</b>	
— General .....	992-1
— Customs and excise — general .....	992-2
— exemption certificates .....	992-2-1
— Provincial sales .....	992-3
<b>TAXIS:</b>	
— Use of .....	480-5
<b>TELECOMMUNICATIONS:</b> See Communications	

<b>TELEPHONE(s):</b>	
— General .....	215-1
— Accounts .....	See 864 series
— Directories — general .....	215-2
— government .....	215-2-1
— Installations .....	215-3
— Intercity direct lines .....	215-4
— Long distance calls .....	215-4
— Relocations .....	215-3
<b>TELETYPE AND TELEX:</b>	
— General .....	218-1
— Accounts .....	See 864 series
— Circulars and directives .....	218-2
<b>TELEVISION:</b>	
— Advertising .....	298-4
— Broadcasts .....	295-7
<b>TENDERS:</b>	
— Construction .....	See 545 series
— Equipment — contract .....	See 805 series
<b>TERM:</b>	
— Employment — general .....	1115-1
— agencies .....	1115-2
<b>TERRITORIAL:</b>	
— Acts and legislation .....	142-11
— Agreements — general .....	See 150 series
— financial .....	See 880 series
— Bills .....	142-11
— Co-operation and liaison .....	242-11
<b>THEFTS:</b>	100-4
<b>THRONE:</b>	
— Speech material .....	See 120 series
<b>TIME:</b>	
— Attendance reports .....	1015-2
— Off work .....	See 1145 series
— Part time employment .....	1080-4
<b>TITLES:</b>	100-2
<b>TOURS:</b> See Visits and Tours	
<b>TRACTORS:</b>	
— General .....	See 840 series
<b>TRAILERS:</b>	
— General .....	See 840 series
— Acquisition of mobile .....	530-3
<b>TRAINEES:</b>	
— Administrative career program .....	1185-3

**TRAINING AND DEVELOPMENT:**

— General .....	1330-1
— Courses — general .....	1335-1
— departmental — general .....	1340-1
— financial management .....	1340-2
— pre-retirement .....	1340-3
— evening and correspondence .....	1335-2
— language — general .....	1350-1
— English .....	1355-1
— French .....	1360-1
— Public Service Commission — general .....	1345-1
— calendar of courses .....	1345-2
— ERI news .....	1345-3
— management analysis .....	1345-4
— records management .....	1335-3
— Educational leave .....	1330-2
— Fellowships .....	1330-3
— Language — general .....	1350-1
— English .....	1355-1
— French .....	1360-1
— training replacements .....	1035-2
— Plans — general .....	1365-1
— annual — by years .....	See 1365 series
— Policy .....	1330-0
— Reimbursement of tuition fees for training .....	954-2
— Scholarships .....	1330-3

**TRANSFER(s):**

— Building .....	See 530:555 series
— Funds — general .....	884-2
— bank .....	900-3
— Land .....	See 595:610 series
— Personnel .....	1000-5
— Records .....	See 430 series

**TRANSLATION SERVICES:** ..... 390-5**TRAVEL/TRANSPORTATION:**

— General .....	480-1
— Advances — general .....	995-3
— individual .....	See 995 series
— standing .....	995-3
— Allowances — general .....	995-2
— individual .....	See 995 series
— Claims .....	See 995 series
— Directives .....	480-2
— Expenses .....	See 995 series
— Freight and express .....	See 480 series
— Hotel reservations .....	480-4
— Limousine service .....	480-5
— Mileage .....	See 995 series
— Orders .....	480-2
— Policy .....	480-0
— Regulations .....	480-2
— Requests for travel authorizations .....	480-3
— Taxis .....	480-5

<b>TREASURY BOARD:</b>	
— Circular letters .....	195-4
— Classification audits .....	1050-3-1
— Minutes .....	195-3
— Preparation of submissions .....	255-3
— Quarterly report on manpower utilization .....	1200-3
<b>TRESPASSING:</b> .....	590-2
<b>TRUCKS:</b>	
— General .....	See 840 series
<b>TUBERCULOSIS:</b>	
— X-ray surveys .....	1140-3
<b>TUGS:</b>	
— General .....	See 846 series
<b>TURNOVER:</b>	
— Staff data and statistics .....	1200-5
<b>TYPEWRITER(s):</b>	
— General .....	795-2
— Inventories .....	705-3
— Maintenance and repair .....	780-2
<b>TYPING SERVICES:</b> .....	390-4
U	
<b>UNCOLLECTIBLE ACCOUNTS:</b>	
— General .....	870-3
<b>UNEMPLOYMENT INSURANCE:</b> .....	1150-6
<b>UNION RELATIONS:</b>	
— General .....	1305-1
— Dues — general .....	1305-5
— check-offs .....	1305-5-1
— Representatives and shop stewards .....	1305-4
— Use of bulletin boards .....	1305-3
— Use of employers' facilities .....	1305-2
<b>UNITED APPEAL:</b>	
— General .....	188-4
— By years .....	See 188-4 series
<b>UNITS:</b>	
— French language .....	175-2
— Health .....	1140-4
<b>UNIVERSITIES:</b>	
— Co-operation and liaison .....	See 245 series
— Co-operative programs — general .....	1095-3
— individual .....	See 1095-3 series

— Recruitment .....	See 1100 series
---------------------	-----------------

#### UTILITIES:

— General .....	650-1
— Air conditioning — general .....	655-1
— environmental control — tapes, discs, etc. ....	655-2
— Garbage disposal — general .....	660-1
— burning of refuse .....	660-2
— Gas — general .....	665-1
— natural .....	665-2
— Heating — general .....	680-1
— inspection of boilers .....	680-2
— Hydro power — general .....	670-1
— conservation of energy .....	670-4
— generators .....	670-2
— power houses .....	670-3
— Lighting — general .....	675-1
— fluorescent .....	675-2
— Plumbing .....	680-1
— Refrigeration .....	650-2
— Sewage .....	685-1
— Ventilation .....	655-1
— Water — general .....	685-1
— treatment .....	685-2

#### UTILIZATION:

— Manpower .....	See 1200:1205 series
------------------	----------------------

## V

#### VACANCIES:

— Competitions to fill .....	See 1090 series
— Recruitment .....	See 1100 series

#### VEHICLE(s):

— General .....	840-1
— Accidents — general .....	115-1
— individual .....	See 116 series
— prevention and safety — general .....	115-2
— driving competitions .....	115-2-2
— safe driving week .....	115-2-1
— Individual motor .....	See 842 series
— Insurance .....	840-4
— Licences .....	840-5
— Maintenance and repairs .....	840-3
— Operating standards .....	840-2
— Parking — general .....	844-1
— applications .....	844-4
— areas .....	See 630 series
— permits .....	844-2
— regulations .....	844-3
— Registration .....	840-5
— Water .....	See 846 series

VENDING MACHINES: .....	185-2
-------------------------	-------

<b>VENDORS:</b>	
— Mobile .....	185-3
<b>VENETIAN BLINDS:</b>	
— General .....	768-4
<b>VENTILATION:</b>	
— General .....	655-1
<b>VISAS:</b>	480-6
<b>VISITS AND TOURS:</b>	
— General .....	490-1
— From headquarters .....	490-2
— From other countries .....	See 490 series
— Itineraries .....	490-4
— Reports .....	See 490 series
— To headquarters .....	490-3
— To other countries .....	See 490 series
<b>VOTE:</b>	
— Time off to .....	1145-1
<b>W</b>	
<b>WAGES:</b> See Salaries and Wages	
<b>WALL FURNISHINGS:</b>	768-5
<b>WAR BOOK:</b>	
— Government .....	275-3
<b>WATER:</b>	
— Utilities — general .....	685-1
— treatment .....	685-2
— Vehicles — general .....	846-1
— individual .....	See 846 series
— insurance .....	846-4
— licences and registration .....	846-5
— maintenance and repairs .....	846-3
— operating standards .....	846-2
<b>WEEKLY:</b>	
— Reports and statistics — general .....	448-1
<b>WELFARE:</b>	
— General .....	1385-1
— Counselling — general .....	1385-4
— alcoholism .....	1385-4-1
— drugs .....	1385-4-2
— Day care centre programs .....	1385-2
— Sports and recreation .....	1385-3
<b>WHITE PAPER:</b>	904-2

**WINTER WORKS:**

— Programs .....	1095-4
------------------	--------

**WORK(ing):**

— Capital advances — general .....	962-1
— policy .....	962-0
— Conditions of .....	See 1225:1285 series
— Experience programs .....	1095-2
— Groups .....	See 200 series
— Hours of .....	See 1145 series
— Stoppages .....	1265-3

**WORKMEN'S COMPENSATION:**

— General .....	1005-3
-----------------	--------

**WRITE-OFFS:**

— Equipment .....	738-4
— Uncollectible accounts .....	870-3

**X****“X” BUDGETS:**

— General .....	912-1
— By years .....	See 912 series

**X-RAYS:**

— Tuberculosis X-ray surveys .....	1140-3
------------------------------------	--------

**Y****YUKON TERRITORY:**

— Acts and legislation .....	142-12
— Co-operation and liaison .....	242-12

**Z****ZONING:**

— Regulations .....	500-2
---------------------	-------











3 1761 11550729 5